



ARCHBISHOP
CHAPPELLE
HIGH SCHOOL

2025-2026
Student-Parent Handbook

Archbishop Chapelle High School

Accredited by the Southern Association of Colleges and Schools

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GENERAL INFORMATION

Daily Prayers

The Morning Offering

O Jesus, through the Immaculate Heart of Mary,
I offer you my prayers, works, joys, and sufferings of this day
for all the intentions of your Sacred Heart
in union with the Holy Sacrifice of the Mass throughout the world,
for the salvation of souls, the reparation of sins, the reunion of all Christians,
and in particular for the intentions of the Holy Father this month.
Amen.

*St. Joan of Arc, Pray for Us.
Our Lady of Prompt Succor, Hasten to Help Us.
Deus Providebit, God Will Provide.*

The Angelus & Grace

V/. The Angel of the Lord declared unto Mary,
R/. And she conceived of the Holy Spirit.
Hail Mary, full of grace, the Lord is with you;
blessed are you among women,
and blessed is the fruit of your womb, Jesus.
Holy Mary, Mother of God,
pray for us sinners
now and at the hour of our death.
Amen.

V/. Behold the handmaid of the Lord,
R/. Be it done unto me according to your Word.
Hail Mary...

V/. And the Word was made flesh,
R/. And dwelt among us.
Hail Mary...

V/. Pray for us, O holy Mother of God,
R/. That we may be made worthy of the promises of Christ.

Let us pray. Pour forth, we beseech you, O Lord, your grace into our hearts: that we, to whom the Incarnation of Christ your Son was made known by the message of an Angel, may by his Passion and Cross be brought to the glory of his Resurrection. Through the same Christ our Lord. Amen.

Bless us, O Lord! and these Thy gifts, which we are about to receive from Thy bounty, through Christ our Lord. Amen.

*St. Joan of Arc, Pray for Us.
Our Lady of Prompt Succor, Hasten to Help Us.
Deus Providebit, God Will Provide.*

The Chapelle Prayer

Written by the Class of 2014

Heavenly Father, we praise and thank you
For blessing us with our Chapelle family
And the memories made on this campus.

As we walk these halls,
Let us remember our faculty,
Our sisters who came before us,
And those who will come after.
We pray for patience in our actions,
Kindness in our words,
And selflessness in our hearts.
May we live out our mission
As we continue to grow in unity,
Making Chapelle not only a school,
But also our home.

Amen.

*St. Joan of Arc, Pray for Us.
Our Lady of Prompt Succor, Hasten to Help Us.
Deus Providebit, God Will Provide.*

Motto

Deus Providebit, God will provide.

Mission Statement

The mission of Archbishop Chapelle High School is the establishment of a Catholic educational community of excellence in which the spiritual, academic, and social development of our students is accomplished, trusting that *Deus Providebit*...God will provide.

Alma Mater

Hail Chapelle, Alma Mater we pledge our love to you. Memories mingle joy and sadness of lifelong friendships true. Ever we'll be, dearest Mother, loyal to green and white. Trusting always in our motto "God Will Provide."

*(Lyrics by Patricia Seamster Skinner '66)
(Music by Sr. Maria Goretti, CCVI)*

PROFILE OF AN ARCHBISHOP CHAPELLE STUDENT

An Archbishop Chapelle High School student acknowledges that at Archbishop Chapelle High School, Deus Providebit is more than a motto; it is a way of life. She believes that God will provide, and that she is provided with the opportunities to learn and grow into her own individual success story in a community of love and faith. Through Theology classes, masses, retreats and ministry programs, students are challenged to deepen their faith and advance in the wisdom and truths of Catholicism. Throughout her years at Archbishop Chapelle High School, a student:

Spiritually:

- Trusts that “God will Provide” and values the inherent blessing of God’s providential care
- Demonstrates a personal relationship with God through a daily prayer life
- Exhibits an understanding of the Catholic church and its teachings
- Exemplifies Catholic morals and values
- Promotes Gospel values and communicates a genuine respect for life
- Works for social justice through community service

Academically:

- Strives for excellence in developing intellectual skills and integrity
- Exhibits mastery of the academic subject matter required for success in higher education
- Possesses knowledge and self-confidence to meet future challenges
- Develops critical thinking and decision-making skills
- Exhibits a proficiency with current technology
- Values learning in its many forms

Socially:

- Cherishes the traditions of Archbishop Chapelle High School and demonstrates pride as a representative of Archbishop Chapelle High School
- Realizes her responsibility to lead and serve her community
- Develops a personal moral code rooted in faith
- Welcomes new experiences, learns from challenging situations, and celebrates victories
- Respects the diversity of our world
- Explores opportunities to expand her world
- Extracurricular activities

ADMISSIONS

Archbishop Chapelle High School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school. We do not discriminate on the basis of race, color, national or ethnic origin or disability in the administration of our educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs. Information used with applications will not be used for any unlawful discriminatory purpose. Archbishop Chapelle High School is in compliance with Act 197 of the 1992 Regular Session of the Louisiana legislature. (H.B. 61)

Additionally, in compliance with Title IX of the Civil Rights Act of 1964, no person in the schools of the Archdiocese shall, on the basis of sex, be excluded from participation in, or be denied the benefits of or be subjected to discrimination under any educational program or activity, except insofar as the schools are exempt under title IX or other applicable law.

Archbishop Chapelle High School accepts students for whom reasonable academic success can be expected. Each student who applies is viewed as an individual—a total profile to be studied, including her elementary academic records, her standardized test score records over the years, her personal behavior record, an interview with her and her parent(s), and information forwarded from her elementary school. Transfer students are admitted at other levels based on their discipline and attendance records, academic transcripts, and on how well their previous studies can be integrated with the Archbishop Chapelle High School program.

Returning students may register under the following conditions: fulfillment of all the requirements for the prior academic year; payment in full for all prior year tuition and fees; a discipline record which shows the ability to conform to the requirements and maintain the rules and standards of the school; and completion of a registration form and payment of a registration fee, which is not refundable. It is at the discretion of the Administration as to whether a student has met the above requirements.

Students entering at the eighth grade will be notified of acceptance or non-acceptance in late February.

Under usual circumstances, no student will be admitted after the start of her Junior year.

CAMPUS HOURS

The campus is open on regular school days from 6:30am until 3:30pm. Students are allowed on campus at other times, but only if they are participating in specific supervised activities. The St. Joan of Arc Center is open for students from 7:00am until 5:00pm. The cafeteria is open from 6:30am until 3:00pm. In order to ensure the safety of everyone, all gates on campus will be closed from 8:30am-2:45pm.

The Montana Street gate will be the only gate that parents may enter/exit during school hours. To access campus between 8:30am-2:45pm, parents will pull up to the Montana Street North Gate (near the flagpole) and press the button on the box that is on the pedestal to contact the front office. Full name and reason for visit is required. Once cleared, the office staff will open the gate. Parents must come to the office immediately after parking.

STUDENT DROP OFF AND PICK UP

Students can only be dropped off or picked up in the following areas:

1. Veterans Blvd. horseshoe
 - To drop off or pick up in the Veterans horseshoe, parents must enter and exit on Veterans Blvd. Parents must pull forward to the exit gate where the Drop Off/Pick Up Zone begins to drop off or pick up a student. Do not stop in the middle of the horseshoe.
2. By the cafeteria on Montana Ave.
 - To drop off or pick up by the cafeteria, parents must enter and exit on Montana Ave. Parents must pull forward to the flagpole where the Drop Off/Pick Up Zone begins to drop off or pick up a student. Do not stop in the middle of the Drop Off area. When exiting at the Montana Ave. gate, all cars must turn right.

Vehicles entering at Veterans must exit at Veterans Blvd. Vehicles entering on Montana must exit on Montana Ave. Parents cannot pull through campus.

WALKERS

If a parent does not want to utilize the carpool areas, students may walk off campus. Once a student exits campus, the parent assumes all responsibility. **Walkers will not be dismissed until 3:15pm. Walkers can only use the Montana Ave. exit gate by the flagpole to walk off campus.** Students will not be allowed to exit any gate other than Montana Ave.

Parents are not allowed to enter or exit the gate behind the gym between 7am-4:00pm and students are not allowed to walk in or out of the gates behind the gym.

RESPONSIBILITY FOR STUDENTS OUTSIDE THE SCHOOL DAY

Archbishop Chapelle High School assumes no responsibility for students who arrive before 6:30am and/or depart after 5:00 pm, except for those students participating in official school activities. The cafeteria opens for 6:30am. The St. Joan of Arc Center is open beginning at 7:00am. Parents who allow their children to arrive on campus before 6:30am or after 5:00pm assume full responsibility for their children. **At 3:25pm all students who remain on campus MUST go to the St. Joan of Arc Center for supervision.** On exam days and other early release days, the school assumes no responsibility for students on campus beyond 25 minutes after the designated dismissal time.

Students arriving before 7:30 a.m. are required to go to the cafeteria. At 7:00am students are allowed to go to the St. Joan of Arc Center or Testing Hall if they choose. The classroom buildings are opened for students at 7:50 a.m.

The Head of School is responsible for the direction of all school activities, including those occurring outside of the school building or regular school hours. The Head of School has the right to delegate the duty of supervision, but she remains ultimately responsible for all activities.

Moderators and coaches of extracurricular activities are to be qualified and approved by the school administration. Overall responsibility will be given to qualified and experienced moderators and coaches. Non-faculty moderators and coaches should be instructed and familiar with all policies and procedures for an activity.

Additionally, students are to be picked up within 30 minutes of the end of a school related function. Legal guardians understand that students cannot be supervised indefinitely, and it is the legal guardians' obligation and responsibility to pick up their daughters within the aforementioned time frame.

The time of after school supervision is based upon student departure from the student parking lot. Parents or guardians accept responsibility for their child's transportation after 3:00pm.

Students who choose to leave school at 3:00pm then return for activities assume responsibility for themselves from the moment they depart from campus after 3:00pm.

Supervision of students who are not involved in supervised extracurricular activities ends at 3:25 p.m. **At 3:25pm all students who remain on campus must go to the St. Joan of Arc Center for supervision.** The St. Joan of Arc Center is available until 5:00pm.

COMMUNICATION POLICY

If parents or students have a concern they would like to discuss, it is important that the chain of command below be followed. Unless there is an extenuating circumstance, if parents or students do not follow the chain of command, they will be referred to the appropriate individual.

Academic Concerns

1. Parents will contact the teacher directly by telephone or email.
2. Faculty will make every effort to return phone calls and emails within 24 hours.
3. After communicating with the teacher, if the situation/issue requires further resolution, parties will contact the Dean of Academics.
4. After communicating with the Dean of Academics, if the situation/issue requires further resolution, parties will meet with the Associate Head of School.
5. After meeting with the Associate Head of School, if the situation/issue requires even further resolution, all parties will meet with the Head of School.

Athletic Concerns

1. Parents will contact the Head Coach of the particular sport by telephone or email.
2. After contacting the Head Coach, if the situation/issue requires further resolution, all parties will meet with the Director of Athletics.

3. After meeting with the Director of Athletics, if the situation/issue requires even further resolution, all parties will meet with the Dean of Students.
4. After meeting with the Dean of Students, if the situation/issue requires even further resolution, all parties will meet with the Head of School.

Behavior/Discipline Concerns

1. Parents will contact the teacher directly involved with the disciplinary concern by phone or email.
2. After contacting the teacher, if the situation/issue requires further resolution, all parties will meet with the Dean of Students.
3. After meeting with the Dean of Students, if the situation/issue requires even further resolution, all parties will meet with the Head of School.

TELEPHONE

1. The school telephone (504-467-3105) is answered on regular school days during the school year between the hours of 7:00am and 3:30pm. Office hours may vary on exam days and early release days.
2. At other times, such as weekends and holidays, the phone is answered by an answering machine, and the caller may leave a message that will be forwarded on the next working day.
3. Students may use the phone in the office with permission only during designated times.

VISITORS

All visitors are required to register in the front office upon arrival. When arriving at campus, visitors must ring the doorbell and they will be asked for the purpose of their visit before gaining access to the building.

To ensure the safety of our students, all visitors must present a valid ID or Driver's License at the school office immediately upon arrival at campus. The ID will be scanned in the front office and a photo of the visitor will be taken and printed on a visitor pass. The visitor pass must be worn and visible during the entire stay on campus and must be turned in to the front office by the visitor prior to departing campus.

No Archbishop Chapelle High School student is to visit any other school that is in session when Archbishop Chapelle High School is not in session.

FINANCES AND ACADEMICS

Since Archbishop Chapelle High School relies upon the prompt payment of tuition and fees in order to meet its own financial obligations, it is necessary that each school family's financial

obligations remain current and that there be penalties attached to nonpayment. To assure this, the following regulations are enforced:

TUITION

Tuition for the following school year is due in early May each year. Tuition must be paid in full by the announced due date, or alternatively, a Chapelle sponsored tuition loan offered through Gulf Coast Bank must be applied for and approved by the announced due date of tuition. Chapelle sponsored tuition loans allow families to spread tuition over 10 months. These loans must remain current, or the family will forfeit the right to apply for a school sponsored loan for the next school year, and will be required to pay tuition in full or seek private funding through a different source in order to return to Chapelle.

REFUNDS

1. Registration fees are non-refundable.
2. If for any circumstance a student is removed from school, tuition only will be refunded on a prorated basis per the schedule below:
 - a. From the first day of school through 1st quarter progress reports, 40% of the tuition will be refunded. (September 10, 2025)
 - b. From the first day after 1st quarter progress reports through 1st quarter exams, 20% of the tuition will be refunded. (October 10, 2025)
 - c. After October 13, 2025, no tuition refunds will be issued.
 - d. Any unpaid loan balance with Gulf Coast Bank will need to be paid in full at the time of withdrawal or continued to be paid monthly until paid in full.

FINANCIAL OBLIGATIONS

All financial obligations must be current, or the student will NOT be permitted to:

1. Start school in August (if paying tuition with a school sponsored loan, the July payment must be made)
2. Return to school after Fall or Spring semester
3. Register for the next school year
4. Schedule for the following school year
5. Attend school dances, extracurricular events, and all senior sponsored activities
6. Attend any school sponsored trips or events. Additionally, no deposits will be accepted for future events until all financial obligations to the school are current.
7. Try out for the Archbishop Chapelle High School cheerleading squad, Hi-Steppers Dance Team, Chapellette Dance Team, athletic team OR any extracurricular activity
8. Perform, travel or compete as part of an Archbishop Chapelle High School affiliated cheer, dance, or athletic team, participate in any school sponsored trip.

OTHER TERMS

If tuition becomes delinquent, an individual payment plan established by the school will take precedent over any prior payment agreement. The school does not take cash payments and all loans transactions must take place at Gulf Coast Bank. School leaders have the right to remove a

student from school rolls for failure to adhere or comply, even once, with the terms of an individual payment plan.

In the event of a natural disaster, disease outbreak or any other circumstances which, in the judgment of the school administration, make it infeasible, unsafe or otherwise imprudent to continue campus-based education, school shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty. Due to continuing financial obligations relating to operational costs, including administrative, faculty and staff salaries, there shall be no suspension, reduction or refund of tuition or applicable fees.

A \$25.00 NSF fee will be charged to a student account for any NSF check received by the school.

All tuition payments should be up to date one month before the end of a semester. If tuition is delinquent, schools shall give parents until the end of the semester (approximately four weeks) to pay the outstanding balance.

If tuition is delinquent a minimum of one month before the end of the fall semester, the parents will be sent a letter stating that if the tuition is not settled by the start of the Christmas break, the student will not be allowed to return to school for the following semester. If the account is still delinquent on the last day of the fall semester, the school shall let the child complete the semester, including taking exams, and release all records. Chapelle is under no obligation to allow students with delinquent tuition to enroll for the following semester; however, school shall not withhold transcripts or grades because of delinquent tuition.

If tuition is delinquent a minimum of one month before the end of the spring semester, the parents will be sent a letter stating that if the tuition is not settled by the end of the school year, the student will not be allowed to return to school for the following school year even if the student has already registered for the next school year. If the account is still delinquent on the last day of the school year, the school shall let the child complete the semester, including taking exams, and release all records. Chapelle is under no obligation to allow students with delinquent tuition to return for the next school year; however, school shall not withhold transcripts or grades because of delinquent tuition. Any paid registration fees may be applied to the outstanding tuition balance.

HEALTH RECORDS

According to Jefferson Parish Ordinance R.S.17:170, all students must have a certificate of immunization to be admitted. This information is due before August 1 and students cannot attend class until this form is submitted.

All students must have a record of 2 doses of Hepatitis A vaccinations before being allowed to attend school. Students entering 11th grade or 16 years of age must receive the second dose of the meningococcal vaccine to attend school.

MEDICATION POLICY

All prescription and non-prescription drugs must be registered with the front office. The medicine must be accompanied by a note of permission completed by a parent. All medicines will be kept in a locked cabinet in the front office. A student must sign a ledger each time medicine is dispensed. All medicine not picked up by a parent before the last day of school will be discarded. Parents will be required to fill out a form explaining any special medical needs for students. If a student must carry an Epi-Pen or inhaler, parents must request a form from the school that must be filled out by the student's parents and kept on file in the front office.

NALOXONE POLICY

Due to the increasing rates of overdoses due to opioids such as Fentanyl, Louisiana now requires all elementary and secondary schools to carry Naloxone as part of emergency response equipment. Naloxone is an opioid antagonist that can be used in emergencies to slow or stop the effects of an opioid-related drug overdose. A common form of Naloxone is Narcan nasal spray. According to the CDC, Naloxone can be given safely to people of all ages, from infants to older adults. This includes an adolescent or young adult who may have unintentionally taken an opioid. All schools in the Archdiocese of New Orleans will maintain a supply of Naloxone (ex. Narcan) and will train and equip key staff to prepare for opioid emergencies. It is policy for the trained staff to administer, per Louisiana state law, Naloxone to any student or staff suspected of an opioid overdose. In addition, anytime this is necessary, 911 will immediately be notified, then parent or guardian. The student may only be released to the parent or guardian by law enforcement. A follow-up report will also be filed with the Department of Catholic Education and Faith Formation and the Office of Safe Environment. According to LA ACT 378-HB 456, the following are not liable for damages in a civil action for injury, death, or loss to a person or property that allegedly arises from an act or omission associated with the administration of Naloxone or another opioid antagonist, unless the act or omission constitutes willful or wanton misconduct: (a) A public or nonpublic school. (b) A public or nonpublic school employee or volunteer. (c) A licensed health professional authorized to prescribe medication who personally furnishes or prescribes Naloxone or another opioid antagonist. (d) A training organization and its personnel. Consequences regarding a student or employee's status at the school will be considered once the person is deemed safe and out of danger.

CHANGE OF ADDRESS

Parents are requested to report any changes to their address, phone number, or place of employment to Mrs. Kennedy, Director of Operations, at pkennedy@archbishopchappelle.org.

STUDENT ID CARD

Every student will be issued an Archbishop Chappelle High School ID card. This ID card grants access to school buildings during school hours. ID Cards are also required to purchase lunch.

Students must carry their ID at all times. Students will be charged \$10 for a replacement ID card if lost. The official Archbishop Chapelle High School ID clips are the only ones that are allowed to hold ID cards and are available in the Acorn Shop.

WORK STUDY/TUITION REDUCTION PROGRAM

Tuition reduction may be awarded to students with financial need through a work study program. Students must be accepted at Archbishop Chapelle High School and have paid registration before applying. Families and individuals who donate to the Archbishop Chapelle High School endowment fund make this program possible. The total number of awards varies from year to year. Please contact the Finance Office for further information.

WITHDRAWALS

A student who withdraws from Archbishop Chapelle High School for any reason must do the following:

1. Notify your daughter's school counselor or Associate Head of School
2. Give written notice via email to the Finance Office
3. Allow the staff ample time to have the appropriate forms completed
4. Return all Chapelle property
5. Parent and student sign clearance forms
6. Satisfy all financial obligations owed to the school or school organization
7. Return Student ID (if withdrawing before the end of the school year)
8. If a student does not complete the academic year, the student's picture will not be included in the yearbook,

2025-2026 BELL SCHEDULE

DAILY

8:00-9:20	1st Period (+5 prayer & pledge)
9:25-9:35	Test Prep
9:35-10:50	2nd Period
10:55-12:20	3rd Period (+10 prayer/announcements)
12:20-1:00	Lunch
1:05-1:40	S Period
1:45-3:00	4th Period

MASS

8:00-9:05	1st Period (+5 prayer & pledge)
9:10-10:10	2nd Period
10:15-10:20	Period S
10:25-11:40	Mass
11:45-12:10	Period S
12:10-12:50	Lunch
12:55-1:55	3rd Period
2:00-3:00	4th Period

PEP RALLY

8:00-9:15	1st Period (+5 prayer & pledge)
9:20-9:30	Test Prep
9:30-10:40	2nd Period
10:45-12:05	3rd Period (+10 prayer/announcements)
12:05-12:45	Lunch
12:50-2:00	4th Period
2:05-3:00	Pep Rally

FUN FRIDAY

8:00-8:10	1st Period (attendance)
8:10-8:50	Friday Assembly
8:55-10:05	1st Period
10:10-11:30	2nd Period
11:30-12:30	Lunch
12:35-1:45	3rd Period
1:50-3:00	4th Period

MAP

8:00-9:15	1st Period (+5 prayer & pledge)
9:20-10:30	2nd Period
10:35-11:55	3rd Period (+10 prayer/ announcements)
11:55-12:40	Lunch
12:45-1:45	MAP (Period S)
1:50-3:00	4th Period

EXAM REVIEW

8:00-8:40	1st Period (+5 prayer & pledge)
8:45-9:20	3rd Period
9:25-10:00	5th Period
10:05-10:40	7th Period
10:45-11:20	2nd Period
11:25-12:10	4th Period (+10 prayer/announcements)
12:10-12:55	Lunch
1:00-1:40	Period S
1:45-2:20	6th Period
2:25-3:00	8th Period

2025-2026 SPECIAL SCHEDULES

1st DAY OF SCHOOL (AUGUST 12)

8:00-8:10	Period S (attendance & schedule)
8:10-9:10	Assembly
9:15-9:45	1st Period
9:50-10:20	3rd Period
10:25-10:55	5th Period
11:00-11:40	7th Period (+10 prayer/announcements)
11:40-12:40	Lunch
12:45-1:15	2nd Period
1:20-1:50	4th Period
1:55-2:25	6th Period
2:30-3:00	8th Period

VOOBOO (OCTOBER 31)

8:00-9:05	1st Period (+5 prayer & pledge)
9:10-9:20	Test Prep
9:20-10:20	2nd Period
10:25-11:25	3rd Period
11:30-12:35	4th Period (+5 prayer/announcements)
12:35-2:45	Lunch & VOBOOO
2:45-3:00	Cleanup & Dismissal

SPIRIT RALLY (FEBRUARY 12)

8:00-8:25	1st Period (+5 prayer & pledge)
8:30-8:50	3rd Period
8:55-9:15	5th Period
9:20-9:40	7th Period
9:45-9:55	Test Prep
9:55-10:15	2nd Period
10:20-10:40	4th Period
10:45-11:05	6th Period
11:10-11:40	8th Period (+10 prayer/announcements)
11:40-12:20	Lunch
12:25-12:45	Rally Costumes & Attendance
12:45-2:40	Spirit Rally
2:40-3:00	Cleanup & Winners

SPIRITUAL LIFE

MASSES AND PRAYER

School Masses are the most important thing we do as we celebrate and receive the Eucharist together as the Archbishop Chapelle High School family, truly experiencing Jesus's great love for us. Under the guidance of the Director of Campus Ministry and faculty members, students attend and participate in prayer services and Masses throughout the school year. All liturgical seasons and holy days of obligation are observed and we will attend Mass as an entire school at least once a month. There are also opportunities for spiritual nourishment every day in the chapel through daily Mass, communion services, Adoration, the rosary, or Bible Study. Prayers are said at the beginning of the day, preceding each class, before lunch, and at the close of the day. Students may visit the chapel daily to pray before the Blessed Sacrament for their special intentions. Students are to be present and in formal uniform at all masses and walk in silence to the gym to prepare their hearts. Students may not leave their seat during Mass unless it is an emergency.

RETREATS

Retreats, a vital component of the Theology program, enhance the spiritual growth of students at Archbishop Chapelle High School. Many opportunities are provided for students to participate in campus retreats, archdiocesan retreats, overnight retreats, and weekend retreats.

Seniors, Juniors, and Sophomores are required to attend a **mandatory** overnight retreat held at an off-site facility. The freshman and 8th grade will attend a mandatory day retreat experience.

Retreats are facilitated by the Campus Minister, faculty members, the chaplain, and student leaders. A student who refuses to participate in a retreat may not be allowed to continue attending Archbishop Chapelle High School.

The Leadership Retreat, held at the start of the school year, provides students the opportunity to develop their gifts.

MATTHEW 25 SERVICE PROGRAM

Matthew 25 Service Program 2025-2026

"Then the righteous will answer him and say, 'Lord, when did we see you hungry and feed you, or thirsty and give you drink? When did we see you a stranger and welcome you, or naked and clothe you? When did we see you ill or in prison, and visit you?' And the king will say to them in reply, 'Amen, I say to you, whatever you did for one of these least brothers of mine, you did for me.' (Matthew 25:37-40)

As followers of Christ, we are called to serve others with humility and compassion. When we serve the least of our brothers and sisters, we are loving Jesus through the people around us - putting our faith into action, not just words. At Archbishop Chapelle, we strive to form young women into selfless and generous disciples of Christ. Service is not just another activity we do; it is part of who we are. **A student who fails to complete the required service hours may not be allowed to continue attending Archbishop Chapelle High School.**

The service program at Archbishop Chapelle High School consists of two very important components:

- 5 hours through Make a Difference Day on February 11, 2026
- 5 volunteer hours through various events at Chapelle, through community service, or a mix of both.

Make A Difference Day - 5 HOURS

This is a mandatory school wide service morning off campus planned for February 11, 2026. Transportation is provided by the school. Details of the day will be given closer to the date.

Ministries Served:

8th Grade – Environmental Service

9th Grade – Service to the elderly at nursing homes or retirement homes

10th Grade – Service to local schools

11th Grade – Service to children and adults with intellectual and developmental disabilities

12th Grade – Service to the poor and people experiencing homelessness

Additional Volunteer Hours Required - 5 HOURS

- Chapelle Events: Students can receive service hours by working various Chapelle events such as all Ambassador events (must be a Chapelle Ambassador), Belize Mission, Breakfast with Santa, Chippity Hop Easter Event, Open House, Retreats (must be a member of the Campus Ministry Retreat Team), St. Joseph Altar, all summer sports camps and summer dance team camps, and Advancement and STEM service opportunities advertised throughout the year
- Community Service: Students can receive service hours by working at various ministries around the community. Chipmunk Tracks will be regularly updated with service opportunities.
- NOTE: The following agencies are not approved for valid service hours as they are for profit businesses and don't meet the requirement of a 501c3 agency:
 - Private gyms, cheer schools, dance schools/studios
 - Travel ball team events
 - Private businesses
- All hours must be recorded online through MobileServe

The deadline for completing all service hours is **April 13, 2026**. If you have questions about what qualifies as community service, **please contact Ms. Mollie Montgomery, Mission Advisor, at mmontgomery@archbishopchappelle.org**

Matthew 25 Service Program Recognition

The 50-hour minimum for recognition in the Matthew 25 Service Program includes the 5 required service hours through Chappelle/the community, as well as the 5 hours of Make a Difference Day. You only need 40 additional hours to be recognized for Matthew 25. **The deadline to submit all service hours is April 13, 2026.**

LEVELS OF RECOGNITION:

If a student wishes to complete outside service and be recognized for the Matthew 25 program, the service must fit the same guidelines stated above. All required hours can count towards Matthew 25 service recognition.

Matthew 25 Service Certificate – This recognition will be given to any student completing 50 approved service hours. **This certificate can be received more than once.**

Matthew 25 Service Volunteer Pin – This recognition will be given to any student who submits 100+ approved service hours. The first year a student achieves this status will merit the Volunteer Pin. **This Pin can only be received once.**

Matthew 25 Service Letter “C” – This recognition will be given to any student who submits 100+ approved service hours and has already received the Volunteer Pin. **This recognition can only be received once.**

Matthew 25 Service “Bar” for the Letter “C” – This recognition will be given to any student who submits 100+ approved service hours and has already received the Letter “C.” **This recognition can be received more than once.**

Matthew 25 Century Plus Fleur de Lis – This recognition will be given to any student who submits 100+ approved service hours for each year. Exceptions: 75+ approved service hours for the 2021-2022 school year, and 75+ hours for the 2020-2021 school year due to Covid restrictions. Those students will have their names and number of hours added to the Matthew 25 Century Plus Jo Ann LeCarpentier plaque hanging in the Theology hallway.

Matthew 25 President Volunteer Service – This Recognition will be given to any student who submits 250+ approved service hours. This Recognition consists of a certificate, a letter from Washington, and a Pin. **This recognition can be received more than once.**

Matthew 25 recipients will be recognized at the beginning of the 2026-2027 school year, and seniors recipients will receive their acknowledgment at the end of the 2025-2026 year at the Baccalaureate Mass in May.

ACADEMICS

Archbishop Chapelle High School Minimum Graduation Requirements

EIGHT GRADE COLLEGE PREPARATORY CURRICULUM

Eighth Grade

Theology 8
English 8 or English I
Intro to Algebra or Algebra I
Integrated Science 8 or Physical Science
Louisiana History
Academic Seminar
PE (.5)
Intro to STEM (.5)
Electives (1)

Elective Choices:

Art I Part 1 (.5)
Art I Part 2 (.5)
Beginner Band (1)
Advanced Band (1)
Beginning Chorus (.5 or 1)
Intermediate Chorus (.5 or 1)
Drama I (.5)
Drama II (.5)
Fine Arts Survey (1)
Math Lab (.5)
Reading Lab (.5)
Robotics (.5)

Eighth Grade (Honors)

Theology 8
English I Honors
Algebra I Honors
Physical Science Honors
Latin I Honors
Louisiana History (.5)
Academic Seminar (.5)
Intro to STEM (.5)
PE (.5)
Elective (1)

Elective Choices:

Art I Part 1 (.5)
Art I Part 2 (.5)
Beginner Band (1)
Advanced Band (1)
Beginning Chorus (.5 or 1)
Intermediate Chorus (.5 or 1)
Intro to STEM (.5)
Drama I (.5)
Drama II (.5)
Fine Arts Survey (1)
Robotics (.5)

NINTH GRADE COLLEGE PREPARATORY CURRICULUM

Ninth Grade

Theology I
English I or English II
Algebra I or Geometry
Physical Science or Biology
World Geography
French I or Spanish I
PE (.5)
Elective (1.5)

Elective Choices:

Art I Part 1 (.5)
Art I Part 2 (.5)
Art II (a or B) (.5)
Beginner Band (1)
Advanced Band (1)
Beginning Chorus (.5)
Drama I (.5)
Drama II (.5)
Food & Nutrition (.5)
Intermediate Chorus (.5)
Intro to Digital Media (.5)
Intro to STEM (.5)
Journalism (.5)
Music Technology I (.5)
Music Technology II (.5)
Robotics (.5)
Yearbook (.5/1)

Ninth Grade (Honors)

Theology I
English II Honors
Geometry Honors
Biology Honors
AP Human Geography
Latin II Honors
PE (.5)
Elective (1.5)

Elective Choices:

Art I Part 1 (.5)
Art I Part 2 (.5)
Art II (A or B) (.5)
Beginner Band (1)
Advanced Band (1)
Beginning Chorus (.5)
Intermediate Chorus (.5)
Intermediate Chorus (.5 or 1)
Intro to Digital Media (.5)
Drama I (.5)
Drama II (.5)
Food & Nutrition (.5)
Intro to STEM (.5)
Journalism (.5)
Music Technology I (.5)
Music Technology II (.5)
Robotics (.5)

TENTH GRADE COLLEGE PREPARATORY CURRICULUM

Tenth Grade

Theology II
English II or English III
Geometry or Algebra II
Biology or Chemistry
Western Civilization
French II or Spanish II
PE (0.5)
Elective (1.5)

Elective Choices:

Advanced Chorus (1)
Art I Part 1 (.5)
Art I Part 2 (.5)
Art II, III, or IV (A or B) (.5)
Beginner Band (1)
Advanced Band (1)
Beginning Chorus (.5)
Engineering (.5)
Food & Nutrition (.5)
Holocaust and Genocide Studies (.5)
Intermediate Chorus (.5)
Intro to Digital Media (.5)
Intro to STEM (.5)
Journalism (.5)
Law Studies (.5)
Music Technology I (.5)
Music Technology II (.5)
Robotics (.5)
Drama I (.5)
Drama II (.5)
TV Production I (.5)
TV Production II (.5)
Yearbook (.5/1)

Tenth Grade (Honors)

Theology II
English III Honors
Algebra II Honors
Chemistry Honors
Latin III Honors
Western Civilization Honors or
AP European History
PE (0.5)
Elective (1.5)

Elective Choices:

Advanced Chorus (1)
Art I Part 1 (.5)
Art I Part 2 (.5)
Art II, III, or IV (.5)
Beginner Band (1)
Advanced Band (1)
Beginning Chorus (.5)
Engineering (.5)
Fine Arts Survey (1)
Food & Nutrition (.5)
Holocaust and Genocide Studies (.5)
Intermediate Chorus (.5)
Intro to Digital Media (.5)
Intro to STEM (.5)
Journalism (.5)
Law Studies (.5)
Music Technology I (.5)
Music Technology II (.5)
Robotics (.5)
Drama I (.5)
Drama II (.5)
TV Production I (.5)
TV Production II (.5)
Yearbook (.5/1)

ELEVENTH GRADE COLLEGE PREPARATORY CURRICULUM

Eleventh Grade

Theology III
English III or English IV
Algebra II or PreCalculus
Chemistry or Physics
U.S. History
PE (0.5)
Test Prep
Electives (2)

Elective Choices:

Beginner Band (1)
Advanced Band (1)
Advanced Chorus (1)
AP Seminar (1)
Art I Part 1 (.5)
Art I Part 2 (.5)
Art II, III, or IV
(A and/or B) (.5 and/or 1)
Beginning Chorus (.5)
Creative Writing (.5)
Drama I (.5)
Drama II (.5)
Engineering (.5)
Fine Arts Survey (1)
Foreign Language (1)
 French I, II
 Spanish I, II, II Honors, DE
Holocaust and Genocide Studies (.5)
Intermediate Chorus (.5)
Intro to Digital Media (.5)
Intro to STEM (.5)
Intro to Teaching (.5)
Journalism (.5)
Law Studies (.5)
Life Skills (.5)
DE Music Appreciation (.5)
Music Technology I (.5)
Music Technology II (.5)
Personal Finance (.5)
Psychology (.5)
AP Psychology (1)
Robotics (.5)
Sociology (.5)
AP 2D Art & Design (1)
TV Production I (.5)
TV Production II (.5)
Vet Science (.5)
Yearbook (1)

Eleventh Grade (Honors)

Theology III
English IV Honors or AP English IV
PreCalculus Honors
Physics Honors
U.S. History Honors or AP U.S. History
PE (0.5)
Test Prep
Elective (2)

Elective Choices:

Beginner Band (1)
Advanced Band (1)
Advanced Chorus (1)
AP Seminar (1)
Art I Part 1 (.5)
Art I Part 2 (.5)
Art II, III, or IV
(A and/or B) (.5 and/or 1)
Beginning Chorus (.5)
AP Chemistry (1)
Creative Writing (.5)
Drama I (.5)
Drama II (.5)
Engineering (.5)
AP Environmental Science (1)
Fine Arts Survey (1)
Foreign Language (1)
 French I, II
 Latin III Honors
 AP Latin IV
 Spanish I, II, II Honors, DE
Holocaust and Genocide Studies (.5)
Intermediate Chorus (.5)
Intro to Digital Media (.5)
Intro to STEM (.5)
Intro to Teaching (.5)
Journalism (.5)
Law Studies (.5)
Life Skills (.5)
DE Music Appreciation (.5)
Music Technology I (.5)
Music Technology II (.5)
Personal Finance (.5)
Psychology (.5)
AP Psychology (1)
Robotics (.5)
Sociology (.5)
AP 2D Art & Design (1)
TV Production I (.5)
TV Production II (.5)
Vet Science (.5)
Yearbook (1)

TWELFTH GRADE COLLEGE PREPARATORY CURRICULUM

Twelfth Grade

Theology IV
English IV or English V
Advanced Mathematics,
Probability & Statistics or DE
PreCalculus
Environmental Science or
Physics
Civics
PE (0.5)
Electives (2.5)

Elective Choices:

Beginner Band (1)
Advanced Band (1)
Advanced Chorus (1)
AP Research (1)
AP Seminar (1)
Apologetics (.5)
Art I Part 1 (.5)
Art I Part 2 (.5)
Art II, III, or IV
(A and/or B) (.5 and/or 1)
Beginning Chorus (.5)
Creative Writing (.5)
Drama I (.5)
Drama II (.5)
Engineering (.5)
Fine Arts Survey (1)
Foreign Language (1)
 French I, II, III, IV
 Spanish I, II, II Honors, DE
Holocaust and Genocide Studies (.5)
Intermediate Chorus (.5)
Intro to Digital Media (.5)
Intro to STEM (.5)
Intro to Teaching (.5)
Journalism (.5)
Law Studies (.5)
Life Skills (.5)
DE Music Appreciation (1)
Music Technology I (.5)
Music Technology II (.5)
Personal Finance (.5)
Positive Psychology
Psychology (.5)
AP Psychology (1)
Robotics (.5)
Sociology (.5)
AP 2D Art & Design (1)
TV Production I (.5)
TV Production II (.5)
Vet Science (.5)
Yearbook (1)

Twelfth Grade (Honors)

Theology IV
English V Honors or AP English V
AP Calculus, DE PreCalculus or
Probability & Statistics Honors
Anatomy and Physiology
Honors, DE Biology
AP Chemistry,
AP Environmental Science or
Physics Honors
AP Government or Civics Honors
PE (0.5)
Electives (2.5)

Elective Choices:

Beginner Band (1)
Advanced Band (1)
Advanced Chorus (1)
AP Research (1)
AP Seminar (1)
Apologetics (.5)
Art I Part 1 (.5)
Art I Part 2 (.5)
Art II, III, or IV (1)
(A and/or B) (.5 and/or 1)
Beginning Chorus (.5)
Creative Writing (.5)
Drama I (.5)
Drama II (.5)
Engineering (.5)
Fine Arts Survey (1)
Foreign Language (1)
 French I, II, III H
 AP Latin IV
 Spanish I, II, II Honors, DE
Holocaust and Genocide Studies (.5)
Intermediate Chorus (.5)
Intro to Digital Media (.5)
Intro to STEM (.5)
Intro to Teaching (.5)
Journalism (.5)
Law Studies (.5)
Life Skills (.5)
DE Music Appreciation (.5)
Music Technology I (.5)
Music Technology II (.5)
Personal Finance (.5)
Psychology (.5)
AP Psychology (1)
Robotics (.5)
Sociology (.5)
AP 2D Art & Design (1)
TV Production I (.5)
TV Production II (.5)
Vet Science (.5)
Yearbook (1)

GRADING SYSTEM

1. Letter grades will have the following numerical values.

100 – 90	A
89 – 82	B
81 – 75	C
74 – 70	D
69 and below	F

2. Report cards will display number grades on a 100% scale and corresponding letter grade.
3. The grading system is numeric. The average of the two quarters determines each semester grade. Transcripts will display letter grades.
4. Final grades will be determined by the average of the first and second semester.
5. **Any student who receives a failure for ANY semester must attend a summer school program approved by Archbishop Chapelle High School. Any student who receives a Quarter 4 failure, regardless of grades from Quarters 1, 2, and 3, must attend a summer school program approved by Archbishop Chapelle High School for that semester.**
6. The maximum credit that a student may make up in summer school is 2 credits per school year.
7. A student must pass previously failed courses at Archbishop Chapelle High School's designated summer program in order to return the following year.
8. A student who fails more than 2 credits will not be allowed to return to Archbishop Chapelle High School the following year.

As of 2025, according to Louisiana law, any courses used to calculate TOPS for high school students receiving Carnegie Units must be administered on a 10-point grading scale.

GRADING CATEGORIES

1. 40% tests
2. 25% projects and daily quizzes
3. 10% homework and daily work
4. 25% quarter exam

ELECTIVE GRADING CATEGORIES

1. 40% tests
2. 35% projects and daily quizzes
3. 25% daily grade

GRADE POINT AVERAGE

Grade point averages (GPA) are computed by adding together the quality point value for each letter grade received in each course taken, including half-values for half-credit courses, and then dividing this total by the number of credits taken. Final grades include the average of the 1st semester and 2nd semester grade. GPA is calculated to two decimal places. GPA's are not rounded up.

The quality point values for each letter grade are shown in the following chart.

NOTE: Half credit courses receive half the value stated.

GRADE	REGULAR	HONORS AND ADVANCED PLACEMENT
A	4	5
B	3	4
C	2	3
D	1	2
F	0	0

The Louisiana Office of Student Financial Assistance permits a student to retake a core course in summer school in an effort to earn a higher grade in the course. The higher of the two grades will count toward the student's TOPS GPA. If a student chooses to retake a course that she did not fail, she must obtain permission from the Associate Head of School. Retaking a course to earn a higher TOPS GPA will not affect a student's Archbishop Chapelle High School GPA.

High school credits earned by an Archbishop Chapelle High School student who is concurrently attending NOCCA will be placed on the student's transcript but will not be used to calculate the student's Archbishop Chapelle High School GPA, which is used to determine Honor Roll status and class rank. **Class rank GPA will be determined by all courses counting for high school credit beginning with the 8th grade year. Rank is numerically figured and final.**

PROGRESS REPORTS AND REPORTS CARDS

Report cards will be emailed at the end of the 1st, 2nd, 3rd, and 4th quarters.

Mid-quarter progress reports will be emailed 4 times per year.

Report cards stay active for 2 weeks after the link is emailed. After that time period, report cards may be accessed through the Family Portal on FACTS.

FACTS – Family Portal

Students and parents can login to the family portal at FACTSmgt.com. Student's schedules, absences, grades and report cards are located on the FACTS portal. To access the FACTS portal, students and parents need their login and Archbishop Chapelle High School's District Code. The code is AB-LA. Contact the Director of Technology with any questions.

HONOR ROLL

There are two levels of recognition for academic achievement:

1. The Honor Roll:
3.3 or above grade point average with no grade below a C
***Starting with the Class of 2030, Honor Roll will consist of a 3.5 or above grade point average with no grade below a C**
2. The Distinguished Honor Roll:
3.6 or above grade point average with no grade below a C
***Starting with the Class of 2030, Honor Roll will consist of a 3.8 or above grade point average with no grade below a C**

****Any student earning a D or F will not receive the recognition of honor roll for that 9 weeks regardless of GPA.**

All college preparatory courses as well as weighted honors and AP courses are used to determine a student's grade point average and honor roll. Honor rolls are determined for each of the four (4) quarters. There is no semester honor roll or year honor roll. The GPA is calculated to two decimal places. GPA's are not rounded up. **In order to be recognized as a 5 year Honor Roll recipient, a student must have attended Archbishop Chapelle High School for each of the 5 years.**

QUIZZES, TESTS, AND EXAMINATIONS

1. Quizzes are given regularly.
2. A test is a cumulative assessment of knowledge and skills learned over a period of approximately 1 to 3 weeks. A student will not be required to take more than 3 tests in a given day. In each discipline, students will be given at least 3 tests every quarter. Teachers will give students at least 2 days advance notice for a test.
3. Examinations are given at the end of each quarter; they are cumulative for the quarter.
4. Students cannot leave class during tests or exams.
5. *Exams in AP classes may be cumulative for the year.
6. Quarter exams are given on a special schedule by academic discipline. The exam schedule will be published by the Associate Head of School.

7. Violating test or examination procedures is a serious offense that will lead to suspension and a grade of zero on the assessment. Violation of testing procedures can be defined as, and is not limited to, any type of communication, the failure of a student to keep her eyes on her own paper, and plagiarism.
8. All students are required to take the appropriate test on testing day. If they do not take the test on testing day, see the Testing Hall Policy on pg. 28 – 29. Morning Testing Hall opens daily at 7:00am. Afternoon Testing Hall is from 3:00-4:00pm on Tuesday and Thursday. Student will be required to complete missed class assignments on their own.
9. No quarter exams will be given in advance of the scheduled date. Any student with an excused absence for a quarter exam will be required to take their quarter exam on the designated make-up days. Students who do not take their make-up exam on the designated make-up days, unless due to a serious extenuating circumstance (i.e. death in the family, serious illness) will receive a zero for the quarter exam.
10. Summer Reading is mandatory for grades 8th – 12th. Any student who does not complete the Summer Reading requirement will not be promoted to the next grade.
11. Term papers are a required component of the English curriculum at Archbishop Chapelle High School. For any English course in which a term paper is required, students must successfully complete the assigned term paper in order to receive credit and be promoted to the next grade.

EXTRA CREDIT

No extra credit can be given without the approval from the Associate Head of School.

EXEMPTIONS

Only students in grade 12 may qualify for exemptions. A student in grade 12 will be exempt for a final exam in a given subject if she meets all of the following conditions:

1. For full-year classes the student has an A for the 1st quarter, an A for the 2nd quarter, an A for the 3rd quarter, and an A after the last graded assignment of the 4th quarter (prior to the exam).
2. For semester classes the student has an A for the 1st quarter and an A after the last graded assignment for the 2nd quarter (prior to the exam).
3. The student has met all financial obligations prior to each exam. If the student has not met all financial obligations, she will not be exempt from her exams.
- 4. Exemptions may be revoked at the discretion of the Head of School or Associate Head of School based on attendance or discipline.**

GRADE DISCREPANCIES

If a student or parent believes there is a grade error on a report card at the end of Quarter 1, Quarter 2, Quarter 3, or Quarter 4, they must report the error to the Associate Head of School within 2 days after the report card is issued for the quarter in question. Senior Quarter 4 grades are finalized on Conference Day.

EDUCATIONAL MINOR ADJUSTMENTS

Archbishop Chapelle High School does not provide special education services or facilities to students on campus. However, Archbishop Chapelle faculty and staff will make reasonable, minor adjustments in the school's education program to attempt to meet needs of the student(s) when provided a psychoeducational evaluation from a licensed psychiatrist, psychologist, or educational diagnostician. The evaluation must be dated within **three years** of the current school year in order to be accepted by Archbishop Chapelle High School.

The nature and extent of such minor adjustments is within the sole discretion of the administration of the school. Each student will be considered on a case-by-case basis and granted the minor adjustments based on the recommendations in the psychoeducational evaluation done by a licensed psychiatrist, psychologist, or educational diagnostician. Should the administration of the school determine in her own discretion that minor adjustments in the school's education program have not resulted in the best interest of the school and/or of the student, and that the child/student should be in a more appropriate learning environment, then the administration may ask the parent to withdraw the child/student from the school and/or the student will be removed from the rolls of the school and/or not allowed to re-enroll. Registration does not guarantee the possibility of a place in the school if the school is not able to serve the needs of the student.

The counseling department will work with all students and families to determine if minor adjustments can be provided for the student. Any parent or educational consultant/psychologist who requests a teacher to fill out an evaluation on any student must obtain permission from the administration. Parents must submit in writing a letter to the administration authorizing the school to release information and/or to speak with an educational consultant. Information will be mailed directly to the consultant. Parents should provide an addressed stamped envelope to the school for this purpose. Under no circumstances will evaluation paperwork be given directly to the parent. The final decision regarding minor adjustments guidelines and student evaluation and testing is left to the discretion of the Associate Head of School regardless of the recommendation of the psychoeducational evaluation. A student with an evaluation on file will only be given the minor adjustments if that student asks the teachers for the minor adjustments at the beginning of the year or as soon as a diagnosis is made, and an evaluation is received by the school. A student with an evaluation does not automatically receive minor adjustments on any type of standardized testing (i.e., ACT, Pre-ACT, PSAT, AP). A parent or student with minor adjustments that would like to have minor adjustments on standardized tests must contact the student's counselor to begin that process.

PLAGIARISM AND ACADEMIC INTEGRITY POLICY

Archbishop Chapelle High School expects all students to abide by ethical academic standards. Academic dishonesty—including plagiarism, cheating or copying the work of another, illegal use of AI Tools, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage during an examination—is strictly prohibited.

Archbishop Chapelle's Academic Integrity Policy covers all school- related tests, quizzes, reports, class assignments, and projects, both in and out of class. The purpose of the Academic Integrity Policy is to prepare students for the reality created by the technology explosion, for the world of college and beyond, where cheating and plagiarism have dire consequences.

Plagiarism is not the same as cooperation or collaboration. Teachers often expect, even encourage, students to work on assignments collectively. This is okay, as long as whose work being presented is clearly relayed.

Collaboration is to work together (with permission) in a joint intellectual effort.

Plagiarism is to commit literary theft; to steal and pass off as one's own ideas or words, and to create the production of another. When you use someone else's words, you must put quotation marks around them and give the writer or speaker credit by citing the source. Even if you revise or paraphrase the words of someone else, if you use someone else's ideas you must give the author credit. Some Internet users believe that anything available on-line is public domain. Such is not the case. Ideas belong to those who create and articulate them. To use someone else's words or ideas without giving credit to the originator is stealing.

AI tools may be used responsibly and ethically with a strong emphasis on upholding academic integrity. **AI tools should NEVER be used to engage in academic dishonesty, including plagiarism, cheating, or unauthorized access to information.** If under teacher direction AI tools are used, all monitoring and evaluation will be conducted to ensure that AI tools optimize educational benefits and not be used for plagiarism. Non-compliance with this policy may result in disciplinary action, which may include counseling, restricted access to AI tools, and other appropriate measures, or other appropriate measures, following the established policies and procedures of academic integrity. Any concerns or violations related to this policy should be promptly reported to the Associate Head of School or the Dean of Students

Academic Dishonesty/Cheating includes, but is not limited to, copying or giving an assignment to a student to be copied (unless explicitly permitted by the teacher). Academic Dishonesty/Cheating includes using, supplying, or communicating in any way unauthorized materials, including textbooks, notes, calculators, computers or other unauthorized technology, during an exam or project. **Academic Dishonesty/Cheating also includes the discussion or disclosure of ANY content on an assessment with any student who has not yet completed that assessment.**

Forgery or stealing includes, but is not limited to, gaining unauthorized access to exams or answers to an exam, altering computer or grade-book records, or forging signatures for the purpose of academic advantage.

The determination that a student has engaged in academic dishonesty shall be based on specific evidence provided by the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from others.

Students found to have engaged in plagiarism, illegal use of AI Tools and/or academic dishonesty shall be subject to disciplinary as well as academic penalties, as seen fit by the teacher, Associate Head of School, and Dean of Students.

SCHEDULE CHANGES

Once schedules are finalized, no schedule changes will be permitted without permission from the Associate Head of School. There will be a \$50 schedule change fee. No schedule will be changed after August 7, 2025. No changes will be made until payment is received.

GRADUATION

Graduates of Archbishop Chapelle High School are honored according to the following scale (the GPA is calculated to two decimal places and will not be rounded up):

The class valedictorian and salutatorian must have been enrolled at Archbishop Chapelle High School for grades 8 through 12. Letter grades used for valedictorian and salutatorian to determine will be considered on a per semester basis. This will include all 10 semesters of a student's academic career. (Note: during the 8th grade year, only classes taken for high school credit will be considered towards the class rank GPA, which is used to determine valedictorian and salutatorian). In order to be considered for the honor of valedictorian or salutatorian, a student must have taken the most rigorous curriculum offered at Archbishop Chapelle High School. AP courses are considered a higher level of rigor than DE and Honors courses. In case of a tie for valedictorian and/or salutatorian, the final determination of valedictorian and salutatorian will be left up to the administration.

Grade Point Average	Distinction
4.60	summa cum laude
4.20	magna cum laude
3.80	cum laude

A senior who fails any semester of any class her senior year may not be allowed to participate in the commencement ceremony nor receive an Archbishop Chapelle High School diploma. If the student is allowed to participate, a blank diploma would be issued during the ceremony until the credit is recovered.

Students who do not participate in ALL REQUIRED SENIOR ACTIVITIES may be denied the privilege of participating in commencement exercises. A student who fails to participate in commencement exercises will be referred to the Administration and may be denied an Archbishop Chapelle High School diploma.

Full participation in the Baccalaureate and commencement ceremonies at Archbishop Chapelle High School is a privilege and not a right. Therefore, the privilege of participating in these ceremonies with one's class is governed by the following principles:

1. Resolution of all financial obligations

2. Certification by the administration that the student has followed the rules and regulations of the school to such an extent that the student has earned the privilege of being an active participant in all senior activities
3. Acceptable behavior during and after all Senior activities
4. Any other serious breaches of school rules may be considered by the administration before bestowing on the student the privilege of participating in commencement activities

TEXTBOOKS

All textbooks must be returned by the last day of school. Any book not returned must be paid for to the Finance office by June 12th. If the book is not paid for by June 12th, the student will not be allowed to Check In for the following school year.

MAKE UP WORK - TESTING HALL POLICY

Testing Hall Hours

- Monday-Friday
 - 7:00am-7:55am
 - Students MUST arrive no later than 7:15am to complete a test
 - Students MUST arrive no later than 7:30am to complete a quiz

Tuesday & Thursday

- 3:05pm-4:00pm
 - Students MUST arrive no later than 3:15pm to complete any assessment

Make-Up Assessment Timeline

- Students have 3 days, starting on the day they return to school, to make up any missed assessments
- Once 3 days have elapsed from the return to school, a 10 point deduction will be taken **PER SCHOOL DAY** on assessments
- If a student is absent for more than 2 consecutive school days and the absence is **excused**, the student and her counselor may create an extended make-up schedule. It is the responsibility of the student to contact her counselor as soon as she returns to school to create the make-up schedule. Schedules will only be created for excused absences as defined by the student handbook under Attendance Policy.
- If a student is out for more than 2 consecutive school days, and the absences are **unexcused**, the student must make up all missed assignments and assessments within the 3 day time frame.
- It is the responsibility of the student to keep track of makeup assignments. Students **will not** be called to remind them about makeup tests.
- If a student is leaving school early for **school business**, she may take assessments at lunch the day she is leaving. The student must coordinate with the Dean of Academics to administer the assessment.

Late Check in or Early Dismissal

- If a student arrives **late to school**, any assessments missed that morning will need to be completed either that afternoon or the next morning. After that time frame, 10 points will be deducted per school day.

- If a student **dismisses early** from school, any assessments missed that day will need to be completed the **next morning**. After that, 10 points will be deducted **per school day**.

WORK SCHEDULES

It is strongly recommended that a parent and the student review the student's work schedule frequently making certain that work schedules will not interfere with schoolwork. The school discourages student employment requiring an excessive number of hours (over 14 hours a week).

PERIOD S

Period S is a 35-minute period held every day after lunch that is to be used by students to obtain extra help from teachers or study independently.

Every student should report to her period S for an attendance check before going to another classroom. Students MUST remain in Period S until the bell rings and attendance is taken. The only students who are not required to do this are the following:

1. Counseling Groups – The period S teacher and student will receive an email.
2. Academic Groups – The period S teacher and student will receive an email.

Allowed in Period S:

1. Students remaining in their designated period S classrooms should be seated in a desk and working quietly and independently on school assignments for the entire period.
2. Students who leave their designated period S classrooms for any reason must sign out on their Chromebook at e-hallpass indicating the time they are leaving and their destination.
3. A student may sign out of period S any day on their Chromebook at e-hallpass, with the exception of club meeting days, to see a teacher for help or to make up a quiz.
4. A student may sign out of period S on their Chromebook at e-hallpass to see a counselor, administrator, or the campus minister if they are available.
5. A student may sign out of period S on their Chromebook at e-hallpass to do group work in the St. Joan of Arc Center, if an approved e-hallpass has been received from the librarian.
Students MUST have an e-hallpass approved by the librarian in order to go to the library during Period S.
6. A student may sign out of period S on their Chromebook at e-hallpass on Mondays in order to attend Mass in the chapel.
7. A student may sign out of period S on their Chromebook at e-hallpass on club meeting days to attend club meetings.
8. Students may pick up printing from the St. Joan of Arc Center during period S. Students must sign out on their chromebook at e-hallpass.

Not Allowed in Period S:

1. Students may NOT work in groups in any period S classrooms. If a student needs to work in a group, she should put a request in e-hallpass before the start of period S. **Students MUST**

have an e-hallpass approved by the librarian in order to go to the library during Period S.

2. Students may NOT sign out of period S to take a missed TEST unless they have previously obtained permission from the Head of School, Assoc. Head of School, Dean of Students, or Dean of Academics.

SIGN OUT & SIGN IN with E-HALLPASS

In general, students should not leave class unless they are called out from the Front Office or there is a medical emergency. Students should take care of personal business, such as using the restroom and filling water bottles, at other times – before school, during lunch, or in between classes. However, in the event that a student must leave her classroom, she will be required to generate a pass on her chromebook.

Archbishop Chapelle High School utilizes a contactless hall pass system (e-hallpass) to ensure the safety of our students. When a student seeks to obtain permission to leave a classroom to use the restroom, speak to an administrator, counselor or campus minister, go to the office, library, etc., the student will request permission to leave through the e-hallpass system via an application on her chromebook. Once the teacher, counselor, or administrator receives the request, approval (or denial) will be issued through the system. The teacher or person supervising the student will issue a time period to the student when they can be out of the classroom and will be alerted should the student not have returned before the time has expired. Student must check in upon arrival at destination and upon return to the classroom.

Students will be asked to sign in under the following circumstances:

1. Students arriving on campus early for Before Care will need to sign in on their chromebook at e-hallpass
2. Students remaining on campus after 3:30pm for After Care will need to sign in on their chromebook at e-hallpass.

TECHNOLOGY POLICY

The mission of the Technology Department at Archbishop Chapelle High School is to provide a full range of technology services, tools, and experiences to further the opportunities for academic excellence, faith development, and leadership. Each Archbishop Chapelle High School graduate should possess skills in using a wide variety of technology; they should also have developed habits that ensure their use of technology is efficient, respectful, legal, and safe.

The technology policy contains standards that foster our mission and goals. The policy is revised yearly to reflect any new technology and issues identified in the previous year. Each year, all Archbishop Chapelle High School students and parents must read and agree to abide by these standards.

NETWORK IDs, PASSWORDS, and SECURITY

Students will be issued a password-protected Google Workspace for Education, herein after referred to as “GOOGLE” for school use. It is the responsibility of the student to ensure the confidentiality of her password on all equipment/accounts. Individuals will be held responsible for the information stored or transmitted (by any method, including personal emails) via their account or equipment. Individuals are prohibited from any action that will compromise the privacy and/or security of users.

All storage, network communications, equipment, and apps/software provided by Archbishop Chapelle High School remain the property of the school. Archbishop Chapelle High School reserves the right to access any file, email (personal or school issued), network transmission, or other information stored on or communicated through this property or a student’s personal electronic device that is brought on campus. The individual has no reasonable expectations of privacy. Archbishop Chapelle High School retains the right to monitor all Internet, GOOGLE, and computer activity in any manner it sees fit.

COMMUNICATIONS

Students will be issued an email account for school use. Students are expected to check this email account at least once per day. If a student is unable to access her email account she must immediately notify the IT Director.

Students using a GOOGLE or any Internet access are representatives of the school and are expected to act in a manner consistent with the school’s mission and values. Communications on the Internet and via email will be monitored by the Archdiocese of New Orleans and reflect on Archbishop Chapelle High School. This communication must not damage the school’s reputation.

Users may not participate in chat rooms, games, or personal email during class time unless this activity is directly related to class work. Doing so may result in disciplinary action.

SOFTWARE, APPLICATIONS & EXTENSIONS

PARENTAL CONSENT

By accepting the Technology Policy, parents/guardians grant consent for their students under the age of 18 to use Google for Education software, applications, and extensions—even those that would normally require additional parental permission—for academic purposes as outlined in this addendum.

TEACHER AUTHORIZED USE

Teachers may authorize the use of specific Google for Education software, applications, or extensions that are essential to lessons, projects, or academic activities, even if additional parental consent would typically be required. The school will exercise due diligence in vetting all such technologies and will try to permit those that meet our established standards for security, privacy, and educational use.

SCOPE OF POLICY

This addendum applies solely to the use of software, applications, and extensions installed and used on school-managed devices or accounts during school hours or within the school environment. It does not extend to applications installed or used outside of school, on personal accounts, or on personal computers that may be used for schoolwork outside of the school's infrastructure.

LIABILITY DISCLAIMER

While the school endeavors to thoroughly vet and monitor all authorized software, applications, and extensions, it cannot be held liable for any modifications, updates, or changes to these technologies that occur without its knowledge. Once such changes are implemented, the school shall have no liability arising from these unforeseen modifications. Additionally, the School shall not be liable for damage, interference, or impairment to Chromebook functionality, or other technical problems that may result from third party applications installed by the user outside of the school environment.

RESPONSIBILITIES

Parents are responsible for ensuring their child has a school approved Chromebook, herein after referred to as “the Chromebook.” Students are to bring their Chromebook to school every day. It must be fully charged. Students are only allowed to charge computers in the classroom with a portable charger. The cord cannot extend off the student’s desk. Cracked Chromebook screens are a danger to the student and those around them and must be repair/replaced. Any Chromebook not properly working in full capacity must be repaired/replaced, at the expense of the parent. Loaner Chromebooks may be available for student use after evidence of repair has been provided. It is highly recommended that parents protect and/or enroll in a warranty program in an effort to defray repair or replacements costs. **Archbishop Chapelle High School is not responsible for any cost associated with repair or replacement of any student Chromebook.**

During the school day, students must have their Chromebooks with them at all times. Chromebooks should not be put in situations that increase the risk of theft or incidental damage. Chromebooks must never be loaned to someone or left unattended/unsecured.

Students are responsible for backing up critical files on a regular basis. Chromebook malfunction is not an acceptable excuse for failure to turn in work. Students can access their school accounts and applications from any laptop or computer. Each Chromebook also has a management software suite installed for monitoring. Removal of the software while the student is enrolled at Archbishop Chapelle High School is prohibited.

Device Registration and Re-enrollment Fee

In accordance with our commitment to providing a seamless educational experience, we would like to inform families about the policies regarding the registration of Google devices, specifically Chromebooks, used within our school.

1. Device Purchase and Initial Registration:

Families are responsible for purchasing their own Google devices (Chromebooks) for school use. The school will cover the cost for the registration and licensing of the first device for each student. This initial registration fee is necessary for the management and support of these devices within our educational framework.

2. Re-enrollment Fee for Replacement Devices:

In the event that a student device is damaged or requires major repairs, or in the event of the purchase of a new or replacement device, a re-enrollment fee will be applied. This fee is necessary because Google mandates that a new license be purchased for any Chromebook device, or device that has not been enrolled in our system.

Note: Replacement of a motherboard or major system components such as the motherboard will cause a Chromebook to be recognized as "NEW" and will require a new license fee.

- 1. Re-enrollment Fee:** The typical cost for this license is \$35.

This fee should be paid via **check**, delivered to the **ACHS Finance Office**.

Payment of this fee ensures that the school can continue to provide management and support for all devices used in the educational setting.

We appreciate your understanding and cooperation in adhering to these policies, which are in place to enhance the educational experience for all students. Should you have any questions or require further clarification, please do not hesitate to contact the school Technology Office.

PROHIBITED BEHAVIORS

Prohibited Behaviors

ACHS students will be held responsible/may not engage in any of the following:

1. Each student will be held responsible for anything that is posted or forwarded to or from their accounts to the accounts of other students, administration, faculty, staff, parents, alumni or any other persons associated with Archbishop Chapelle High School, as well as any individuals who are not affiliated with Archbishop Chapelle High School in any way. Some examples of social media include but are not limited to: Facebook, Twitter, Instagram, Snapchat, Vimeo, TikTok etc.
2. Students will also be held responsible for any comments that they choose to post on media blogs, forums, chat rooms, etc.
3. Students will also be held responsible for all texts, videos, images and any other electronic content that they post, forward, or may currently have on their phone, chromebook, or any other device.
4. Engagement in online social media platforms such as, but not limited to Facebook, Snapchat, Instagram, Twitter, Tik Tok, etc, may result in disciplinary action (including expulsion) if the content of the student's or parent's posting includes defamatory comments regarding the school, the faculty, or other students. There will be no reimbursement for tuition and/or fees.
5. Students may not record or take photographs of other students or members of faculty or staff without their knowledge or consent.
6. Establishing a social media account on behalf of Archbishop Chapelle High School without the permission of the Chapelle Administration.
7. The use of Archbishop Chapelle High School's name, its likenesses or any representation thereof without the expressed permission of the Chapelle Administration.
8. Conducting or participating in any actions which are illegal including threatening or harassing others (according to city, state, or federal law)
9. Violating this acceptable use policy or the Archdiocesan policies
10. Participating in non-academic school sites during class time or using personal email accounts
11. Advocating racial, ethnic, religious, or gender-based slurs
12. Purposely viewing, displaying, storing, or transmitting any obscene or discriminatory material or material of terrorists, gangs, hate groups, etc.
13. Conducting commercial or private/personal business enterprises
14. Promoting private business, product advertisement, or political lobbying
15. Sending unauthorized bulk or random messages (i.e. group chatting, junk mails, ads, etc.)
16. Soliciting for organizations that are unrelated to the institution's mission or purpose
17. Maliciously installing or invoking a disruptive mechanism
18. Seeking or gaining unauthorized access to network resources or resources on the Internet or attempting to breach security mechanisms, including the security settings installed on the Chromebook
19. Illegally downloading copyrighted games, images, music, or movies

20. Sharing school-related files when the project, activity, or assignment is to be done independently
21. Plagiarism in any form (including digital applications such as QuillBot, ChatGPT. etc)
22. Students are not allowed to take pictures or videos with their chromebook during class unless instructed to do so by the teacher
23. Any other actions deemed inappropriate by the administration

CONSEQUENCE OF VIOLATION

A student whose behavior or repair record indicates careless use or abuse of any electronic device or other technical resource will be referred to the Dean of Students for disciplinary action.

Archbishop Chapelle High School administration reserves the right to restrict or terminate network and Internet access at any time to protect the integrity of the network and prevent misuse.

Consequences of violation include, but are not limited to: discipline board, detention, suspension, expulsion, revocation of the Internet access, and revocation of network privileges.

ST. JOAN OF ARC CENTER

The mission of the Archbishop Chapelle High School St. Joan of Arc Center is to provide students with a wealth and variety of print and non-print resources and the ability to use them effectively. A staff of dedicated individuals prepares students to efficiently find and evaluate information through one-on-one and small group instruction. The St. Joan of Arc Center's varied resources are available to all students and faculty and can be accessed using their Chromebooks throughout the campus and at home. The St. Joan of Arc Center collection consists of a variety of print and electronic resources, including 14 subscription databases. The databases provide current authoritative sources that cover most curriculum areas.

The St. Joan of Arc Center is open from 7:00am to 5:00pm allowing students time before school and after school to work on projects, print assignments, check out books, read, or complete homework. The St. Joan of Arc Center is open during lunch and during Period S. **Only students with an approved e-hallpass from the librarian may go to the library during Period S.**

The following policies must be observed in order to ensure maximum use of the St. Joan of Arc Center by all:

1. Consideration for the rights of others requires that the users of the St. Joan of Arc Center work quietly, although not necessarily in total silence. While using the St. Joan of Arc Center, a student is expected to treat the facility, materials, equipment, and its staff with respect. A student's behavior must be such as to allow others to read or concentrate on homework and assignments.

2. Only water and dry snacks are allowed in the St. Joan of Arc Center. Water must be disposable, screw-top water bottle or a water bottle with a collapsible straw and a closed lid.
3. All materials may be checked out by students including books, reference works, DVDs, and periodicals. The regular circulation period is 10 school days. An overdue fine of \$.10 per book per day is assessed. Reference, DVD, and periodical circulations are overnight. A fine of \$1.00 per day is assessed for overnight materials that are overdue. Overdue notices are distributed in the student's homeroom.
4. The student who checks out materials from the St. Joan of Arc Center is responsible for the prompt return of those items in good condition. The full cost of replacing materials will be charged for items lost or damaged. The charge for a lost or damaged book will also include a processing fee of \$3.00 per book as well as any shipping costs related to replacing the item.
5. During exam days, the St. Joan of Arc Center will observe a policy of absolute silence.
6. The St. Joan of Arc Center also substitutes as a multiuse center for the school, therefore receptions, meetings, staff development, and prayer services are held in the St. Joan of Arc Center throughout the school year. If the St. Joan of Arc Center is unavailable to students, the students will be informed of these scheduled events during morning announcements and the closure will be posted outside of the St. Joan of Arc Center.
7. Students may charge their chromebooks in the St. Joan of Arc Center before school or during lunch. They must have their chromebook cord to charge and they must stay with their computer the entire time. Chromebooks cannot be in use while charging.
8. Students may print in the St. Joan of Arc Center before school, at lunch, during Period S and after school.

ATTENDANCE POLICY

ABSENCES

It is important for all students to attend school every day. Studies show that students who attend school are better rounded and feel more connected to their peers. They develop strong social skills and friendships. Attending school also decreases anxiety in students and gives them the stability that teens need in the world today. They do not fall behind school which correlates with higher academic achievement. Absence without legitimate reason is possible cause for dismissal. Therefore, students must adhere to the following procedure.

Excused Absence: Allowed to make up work, tests or quizzes (see Testing Hall pg. 28 - 29)

- Parent must call by 8:30am or leave message on answer machine the night before
- Personal illness accompanied by a doctor's note if it is more than one day
- Death of an immediate family member
- Activities approved by school administration
- Senior College Visits with 7 day prior approval from College Counselor
- **Dentist, Doctor or other appointments scheduled during the day but ONLY with a note brought in within 24 hours of the appointment.**

****After 5 days a semester with or without a doctor's note, the Head of School reserves the right to require missed time to be made up. A report **MAY/WILL** be made to the state. **Students will be required to make up time when absences exceed the 5 days. Makeup time will be on Saturdays from 7:30am-12:00pm. This will be determined by the Dean of students. Students must be in full uniform.** Student and a parent may also be required to meet with the Head of School when absences become excessive to determine future at Archbishop Chapelle High School. **A doctor's note must be turned in to the office within 24 hours of returning.**

Doctor Excused Absence: These will not count against a student's absentee record.

- Check in by 9:25am with a doctor's note upon return.
- Check out after 1:45pm with a doctor's note faxed or brought in by 8:00am the following day.
- Check out of lunch and check back in at the end of Period 5 with a doctor's note upon return.
- Miss 1 period in a day-check out 15 minutes before period starts or 15 minutes after period ends and sign in with a doctor's note upon return.

1. If a student must check out of school for any reason, either a note from the parent must be provided or a phone call from the parent is required.
2. A student who is absent without a doctor's note from any part of the day CANNOT participate in any after school activity without the permission of the Dean of Students. **Students are required to be in school from 8:00am-3:00pm in order to attend an event after school. Students must be in school from 8:00am-3:00pm on Friday to attend events on the weekend.**

TARDINESS

Students are expected to be on time for all classes. Students who arrive late and are not in their first period class by the 8:00am bell are to report immediately to the front office to sign in. **Tardies will only be excused with a doctor's note.**

- Must be called in by 8:30am even if a student is attending a doctor visit, running late or overslept.
- For the semester, a warning will be issued after the 3rd tardy; a morning detention will be issued after the 4th tardy; an afternoon detention will be issued after the 5th tardy. At the 6th tardy, the student will begin receiving in school suspensions. After the 6th tardy in a quarter, the student and parent must meet with the Associate Head of School and the Dean of Students. If a student continues to be tardy, they will be required to go before Discipline Board.
- Check in by 8:30am or it will be counted as a half day absent

CHECK-IN AND CHECK-OUT LOCATION

Students will check in and check out at the Attendance Secretary's desk in the front office. Under no circumstances is a student to report directly to class when she arrives late. She must receive an admit slip from the office. Likewise, under no circumstances is a student to leave school without checking out properly. If a student arrives on campus before the 8:00am bell, the student must come check out in the front office. Failure to follow these procedures will result in disciplinary action.

SEVERE WEATHER/EMERGENCY-SCHOOL CLOSINGS

In cases of severe weather or other emergencies, the school will follow the same dismissal procedure as dictated by the Archdiocese of New Orleans. Official notification from the school will be sent out via text, email and the school website.

PERSONAL CONDUCT

INTRODUCTION

"... education in a Catholic School must be based on the principles of Catholic doctrine, and the [students] must be outstanding in true doctrine and uprightness of life."

Canon 803

Every student and staff member participates in the discipline system at Archbishop Chapelle High School. Only in this way can we ensure the orderly flow of events in a school of this size. By working together, we achieve order and a Christian environment of respect and understanding, one in which all members of the Archbishop Chapelle High School community can feel comfortable and secure. Archbishop Chapelle High School students are expected to be courteous towards all faculty members and school personnel, and should always demonstrate the highest level of sportsmanship at athletic events.

Teachers are responsible for noting infractions on a conduct referral form which they turn in to the Dean of Students. The Dean of Students will assign the discipline.

Social functions, including dances, proms, award ceremonies, graduation, etc., are privileges and can be withheld due to any circumstances, at the discretion of the Head of School and/or Dean of Students.

PRIVATE DOMAINS

There are no private domains at Archbishop Chapelle High School. In order to safeguard the moral and physical welfare of all students, all spaces are subject to inspection. This includes, but is not limited to, students' lockers, desks, cars, etc. All property, including students' purses, book bags, cell phones, computers, pockets, etc., is subject to inspection. Any materials obtained from these inspections may be confiscated for use in any and all disciplinary procedures. The school reserves the right to search anything brought on campus.

Items that are found that are allegedly stolen and those whose use is specifically prohibited may be used as evidence in school disciplinary proceedings against the student.

Act 833 of the 1991 Regular Session of the Louisiana Legislature creates the crime of carrying a firearm by a student or nonstudent on school property. The crime is defined as the intentional possession of any firearm by any student or nonstudent on a school campus during regular school hours or on a school bus. Whoever is convicted of the crime of carrying a firearm by a student or nonstudent on school property is subject to a maximum penalty of imprisonment at hard labor for not more than five (5) years. The law exempts from its provisions a federal, state, or local law enforcement officer or a school official or employee acting during the normal course of employment, or a student acting under the direction of such a school official or employee. The law also requires that the Head of School notify the parent of any student who is arrested for carrying a concealed weapon on campus.

SOCIAL NETWORKING SITES

All students are responsible for information posted on social networking sites such as Facebook, Twitter, SnapChat, Instagram, TikTok, etc. Any posts that contain inappropriate language and/or pictures or evidence of bullying are never allowed. Any student who posts, shares, or “likes” an inappropriate post will be disciplined. This includes on or off campus.

Please note the following:

House Bill 1357

Makes **“SEXTING”**, or sending suggestive photos or videos by e-mail, computer, or other electronic means, a **CRIME**.

1. No one younger than 17 can send a suggestive photo electronically and no one younger than 17 can possess a photo or forward one once it is received.
2. Anyone who *sends* a suggestive picture of himself or herself to another can be referred to counseling and possibly referred to juvenile authorities; anyone who *possesses* a photo or forwards one can be subject to criminal laws.
3. A *first-time offender* can be fined \$100 to \$250, jailed for up to 10 days, or both. The jail sentence can be waived and the youth ordered to perform two eight-hour days of community service at minimum.
4. On a *second offense*, the youth can be fined \$250 to \$500, jailed for 10 to 30 days, or both. The sentence can be suspended and the youth ordered to perform five eight-hour days of community service at minimum.
5. *Subsequent convictions* can draw fines of \$500 to \$750, 30 days to six months of jail time, or both. The sentence can be suspended but the youth must perform 10 eight-hour days of court-approved community service at minimum.

CELL PHONES AND SMART DEVICES

Cell phones and smart devices, such as smart watches, may not be used on campus during school hours. Once a student enters the building at 7:50am, her cell phone and/or smart device must be powered off and secured inside her school bag -- not in her pocket. **The student may not access the phone or device again until the bell rings at 3:00pm.** Cell phones should not be used in the school building without permission from an administrator or faculty member.

For those students arriving on campus before 7:50 AM and those remaining on campus after dismissal, cell phones and smart devices may be used inside school buildings with the permission of a faculty/staff member. Once the 7:50am bell rings, cell phones **MUST** be powered off and in the student's school bag until the 3:00pm bell rings for dismissal.

Any cell phone or smart device that is seen, heard, or found on a student's person by faculty/staff within the course of the school day will be confiscated and must be picked up by a parent or legal guardian. The student will also receive a 1 hour before school detention.

Any cell phone or smart device that is used by a student within the course of the school day will be confiscated and must be picked up by a parent or legal guardian. The student will also receive a two hour after school detention.

DEMERITS

A demerit is a written warning issued to a student for violating a school policy. Demerits must be signed by a parent/guardian and returned to the Dean of Students the day after the student receives the demerit. An accumulation of 3 or more demerits within a given semester will result in further disciplinary action.

Demerits may be issued for, but are not limited to, the following infractions:

1. Uniform Infractions
(Refer to pg. 52 - 54 for the full uniform policy, which includes guidelines for hair, make-up, piercings, jewelry, and fingernails.)
2. Failure to produce a student ID upon request.
3. Chromebook Infractions
 - a. Failure to bring the Chromebook to class.
 - b. Inability to use Chromebook for class work due to a dead battery.
 - c. Charging the Chromebook during class.
4. Abuse of Food, Drink, or Gum
 - a. Eating in any area of the school other than the cafeteria or courtyard.
 - b. Drinking beverages other than water in a classroom.
 - c. Drinking water from something other than a disposable, screw-top water bottle or a water bottle with a collapsible straw and a closed lid.
 - d. Chewing gum anywhere on the campus.
5. Use of earbuds/headphones without teacher permission.
6. Failure to obtain an admit slip after arriving late.
7. Being tardy to any class other than the first class of the day.

(For information regarding tardiness at the start of the school day, refer to pg. 41)

8. Failure to have a school document signed or returned on time.
9. Failure to return a St. Joan of Arc Center book after the second notice.
10. Use of visible fidget devices or “toys,” including fidget cubes or spinners.
11. Using the elevator without a proper pass.
12. Parking Violations
 - a. Failure to display the Archbishop Chapelle High School parking permit on the rearview mirror.
 - b. Improper or illegal parking
 - c. Parking on the grass or off campus on neighborhood streets
13. Writing on cars
14. Littering
15. Failure to turn in signed Conduct Referral after three school days.
16. Any other action or behavior deemed by administration to be sufficiently serious

ONE HOUR BEFORE SCHOOL DETENTIONS

An accumulation of 3 or more demerits in a given semester will result in a one hour before school detention.

One hour before school detentions are held on Tuesday and Thursday from 7:00-7:50am.

Students must arrive no later than 7:00am.

A student may not report to detention without the referral form signed by a parent. Students who do not turn in their signed referral slip will not be allowed to serve detention and will be issued another detention in addition to the original detention.

Detentions are a priority over other school activities (sports, dance team, cheerleading, band, clubs, etc). Failure to attend detention will result in an additional detention. Failure to arrive on time for detention will also result in an additional detention.

Only in the case of a previously scheduled doctor’s appointment, which must be documented with a doctor’s note, will a detention be rescheduled.

TWO HOUR AFTER SCHOOL DETENTIONS

An accumulation of 6 or more demerits within a given semester will result in a two hour after school detention.

Two hour after school detentions may also be issued for, but not limited to, the following infractions:

1. Chromebook Misuse

NOTE: Violations of the technology policy could result in a morning detention, a two-hour afternoon detention, or a suspension depending on the severity of the offense.

2. Misuse of Classroom Time
 - a. Engaging in off-task behavior, such as completing schoolwork for another class or drawing
 - b. Placing one's head on the desk or sleeping in class
 - c. Excessive talking or inappropriate behavior in class
3. Violation of Classroom Sign Out Procedures without using E-hallpass
 - Leaving a classroom without creating a pass.
 - Creating a pass with an inaccurate destination/time.
 - Not returning promptly to class after completing errand.
4. Inappropriate conduct during Mass/Liturgy/Assembly
5. Disrespectful behavior (includes words, actions, and gestures) towards any person on campus
6. Dishonesty
7. Failure to report for a one hour before school detention
8. Any other action or behavior deemed sufficiently serious by administration

FREQUENT AND/OR SEVERE DISCIPLINE ISSUES

Infractions that would normally incur a demerit, a one hour before school detention, or a two hour after school detention may warrant further and more serious disciplinary action if the severity of the infraction(s) or the frequency of the infraction(s) warrants it. The Dean of Students reserves the right to take more serious disciplinary action at her sole discretion.

Severe or frequent discipline issues may result in the following:

- 2 hour After School Detention
- In-school suspension
- Telephone conference between the student's parent/guardian and the Dean of Students
- In-person conference involving the student, her parent/guardian, and the Dean of Students
- Loss of exam exemption privileges (Seniors only)
- Appearance before the Discipline Board
- Consequences (up to and including suspension, probation, or expulsion) as recommended by the Discipline Board and approved by the Head of School

SUSPENSION

Suspension is a severe punishment used when the student has demonstrated an unwillingness to remain part of the school community. When suspended, the student will not be allowed to participate in any after school activities on the day of the suspension. After the 2nd suspension, the student may go before the Discipline Board.

Suspension will take place on a Saturday from 7:30am-12:00pm. Students must be in full uniform. Work will be assigned at suspension.

Suspensions will be issued for, but are not limited to the following infractions:

1. An accumulation of discipline issues.
 2. Damage to school property. In addition to serving a suspension, the student will be responsible for cleaning and/or paying for damages.
 3. Leaving school without proper authorization or under false pretenses (including before school, between the time a student arrives on the school grounds and the time student enters the building).
 4. Cutting class and/or truancy.
 5. Behavior which interferes with the orderly conduct of classes and school work or that endangers the physical, emotional, or moral well-being of one's self or another person.
 6. Forging the signature of a parent, teacher, etc., on notes or school documents.
 7. Altering grades on reports, tests, or other student progress reports and notices.
 8. Impersonating or encouraging others to impersonate a parent on the telephone or through email.
 9. Vulgar language.
 10. Academic dishonesty, which includes but is not limited to the following:
 - Plagiarism in any form or inappropriate use of AI tools
 - violating testing procedures (cheating)
 - discussing specific information about assessments with a student who has not yet taken the assessment (both the student who shared the information and the student who received it are subject to the consequence)
 - copying an assignment (both the student who copied homework and the student who gave homework to be copied are subject to the consequence)
- NOTE: In addition to serving a suspension, the student will receive a grade of zero for the work involved.
11. Any posting or involvement in the posting of any inappropriate, personal information, or derogatory statements about Archbishop Chapelle High School or members of the school community on any social network sites
 12. Fighting or encouraging fighting on or off campus
 13. Gross misconduct on or off campus
 14. Activating a fire alarm without reasonable cause
 15. Flagrant disrespect
 16. Careless or reckless operation of a motor vehicle on or around campus
 17. Insubordination
 18. Distribution of any materials without permission of the administration
 19. Repeated violation of the cell phone policy
 20. Taking photos, videos, or audio recordings during a class without permission
 21. Any other activities that the administration deems sufficiently serious

DISCIPLINARY PROBATION

A student who persists in disregarding school regulations or engaging in conduct deemed sufficiently serious or severe may be placed on disciplinary probation. Unless the student shows a significant improvement in behavior, suspension or expulsion follows. The term of probation will depend on the severity and nature of the offense. All probationary occurrences require a meeting of student, parents, and administrators before the student is allowed to return to school. Both student and parent must sign a disciplinary agreement at this meeting. A student may be placed on probation for a single offense.

DISCIPLINE BOARD

The Discipline Board is set up for the purpose of addressing serious rule infractions and for recommending to the Head of School the appropriate disciplinary action, up to and including expulsion. The Discipline Board consists of selected members of the Archbishop Chapelle faculty and staff. When the Board reviews information about a specific student, only the student and her parent(s) or guardian(s) are to be present.

EXPULSION

The Head of School reserves the discretionary right to dismiss from school any student or parent/guardian whose attitude and/or conduct, on or off campus, reflect adversely on Archbishop Chapelle High School. An Archbishop Chapelle High School student is an Archbishop Chapelle High School student 24 hours a day, 365 days per year.

If any student manifests consistent and serious disruptive behavior, manifests a persistently negative attitude, or has excessive absences, the Head of School reserves the right to notify her parent(s) that she is to be withdrawn from school. Archbishop Chapelle High School reserves the discretionary right to request at any time the withdrawal of a student for poor scholarship, unsatisfactory conduct, or attendance issues.

Expulsion is the most serious behavioral consequence. The following may be, but are not limited to, grounds for dismissal from Archbishop Chapelle High School.

1. Possession of a weapon of any kind.
2. Fighting on or off campus or encouraging fighting.
3. Engagement in "sexting, distribution of pornography, inappropriate pictures or comments".
4. Endangering the safe environment of the school.
5. Behavior involving threats or serious harassment, in person or via the Internet, text message, or other electronic device, against the school, its members, or any physical property.
6. Theft of personal or school property.
7. Disgraceful public conduct or any action that reflects negatively on the school.
8. Vandalism.
9. Frequent suspension.
10. Any incident involving the police.
11. Obscene acts or gestures.

12. A married student or student cohabiting will not be allowed to continue her education at Archbishop Chapelle High School.
13. Students in the company of others using any prohibited drugs or alcoholic beverages may be subject to expulsion.
14. Any threat of violence, regardless of intent, directed against a student, faculty or staff member, or the institution of Archbishop Chapelle High School will be reported to all relevant law enforcement agencies, the Archdiocese of New Orleans Office of Catholic Schools, and the school's Discipline Board.
15. Any other action or behavior administration deems serious.

DRUG, ALCOHOL, SMOKING and VAPING

Prevention of any type of substance use is for the protection and support of the students at Archbishop Chapelle High School who choose not to use and want to be in a safe learning environment in addition to helping those who may be struggling with substance abuse. A balanced program of random, voluntary, and mandatory drug testing impacts the entire school community by setting the norm that says it is necessary to take care of one's health (physically and mentally) and the acceptance of responsibility to obey federal and state laws, as well as school regulations.

Archbishop Chapelle High School acknowledges the increase in substance use among teenagers. Through consultation with licensed professional counselors, the school has created steps to prevent substance use and intervene whenever it is present.

Drug Screening

Archbishop Chapelle High School reserves the right to require mandatory drug screening tests of any student who displays behavior associated with drugs or suspected drug use, such as alcohol, marijuana, inhalants (including vapes), stimulants, depressants, hallucinogens, narcotics or designer type drugs. The drug-screening program will consist of random screening of students enrolled in grades eight through twelve.

The method used for drug screening will be determined by the discipline office through consultation with professionals who work within the substance use treatment community. The school will pay the screening costs for those randomly selected. If the student requires a second screening, the parents must pay the expense. If the school has a reason to ask the student to be tested, or if a parent would like to voluntarily have their daughter tested, the test will be at the parents' expense.

Any student who refuses or willfully attempts to evade the drug test will be asked to withdraw from Archbishop Chapelle High School immediately.

Positive Drug Screen

If a student is randomly selected or drug use is suspected and she tests positive for illegal drugs, she will be suspended and her parents will have a conference with the Dean of Students and her counselor. The student must participate in a mandatory counseling program for continued enrollment at Archbishop Chapelle High School. The process of establishing a relationship with a licensed and/or certified psychiatrist, counselor, and/or social worker outside of Archbishop Chapelle High School must begin within ten (10) days of the conference and must be at the parents' expense. All information regarding the tests results and counseling will remain strictly confidential. A letter acknowledging the student is in counseling must be provided to Archbishop Chapelle High School within ten (10) days of the conference. Students who have a positive drug screen may be retested monthly at the discretion of the Dean of Students and/or the counseling department at the expense of the parents. If a student tests positive a second time, she may be asked to leave Archbishop Chapelle High School.

Possession of Vaping Devices

Vaping is becoming more and more popular among teenagers. Students found in possession of vaping devices or vaping paraphernalia will be drug tested the day the materials are found. The student will be suspended and her parents will have a conference with the Dean of Students and her counselor. Upon returning from her suspension and regardless of the drug screening results, the student will begin and will be expected to successfully complete the counseling program. Depending on the results of the drug screening, the student may be asked to leave Archbishop Chapelle High School.

Narcotics Disguised as Novelty Items

Any type of food or drink that is affiliated with narcotic paraphernalia is not allowed. For example, (including but not limited to) candy that is sold with reference to marijuana or any other illegal substance, synthetic or otherwise; water or other food products that have any logos, emblems, or other insignia that advertises it may be a drug novelty item. If students are caught with these items, they face expulsion from school. Any items mentioned above will be turned over to the Jefferson Parish Sheriff's Office for narcotics testing. Archbishop Chapelle High School makes no delineation between real, fake, or synthetic narcotics.

Self-Reporting Substance Abuse

If a student self-reports substance abuse, a drug test will be administered and the student will be enrolled in the counseling program without consequence. The student must also participate in a mandatory counseling program for continued enrollment at Archbishop Chapelle High School. The process of establishing a relationship with a licensed and/or certified psychiatrist, counselor, and/or social worker outside of Archbishop Chapelle High School must begin within ten (10) days of the conference and must be at the parents' expense. To encourage being healthy and seeking help, the student will not be suspended. A letter acknowledging the student is in counseling must be provided to Archbishop Chapelle High School within ten (10) days of the conference.

Confidentiality

The student and the parents of the student required to undergo mandatory counseling must waive any right to confidentiality only to the extent the counselor shall be required to notify Archbishop Chapelle High School in writing when the student begins counseling and if the

student terminates counseling prior to the time deemed appropriate for termination by the counselor. Records of the school, including but not limited to records which the counselor provided to the school, may have to be produced based on an order of the court of competent jurisdiction. After an appropriate period of time, the student will be retested. Testing positive for a second time or at any future point in the student's stay at Archbishop Chapelle High School will result in asking the parents to withdraw their daughter. If the parents refuse to withdraw their daughter, she will be subject to expulsion.

Any senior testing positive for illegal drugs or attending any Archbishop Chapelle High School function under the influence of alcohol during her senior year may not be allowed to participate in the events of graduation as well as all other senior activities. She may receive her diploma privately and may not be allowed to walk across the stage.

All Drug, Alcohol, Vaping and Smoking Offenses

- 1st Offense
 - May result in discipline board, suspension or expulsion
- 2nd Offense
 - May result in expulsion

ZERO TOLERANCE BULLYING POLICY

Please note the following: Bullying is a distinctive pattern of repeatedly and deliberately harming and humiliating others and is characterized by a power imbalance between the two parties. Bullying includes, but is not limited to physical or verbal aggression, relational aggression, or emotional aggression (teasing, threatening, intimating others). Relational aggression (RA), is a form of indirect bullying that uses social relationships to manipulate or harm others, such as isolating a student from her group of friends (social exclusion), threatening to stop talking to a friend (the "silent treatment"), or spreading gossip and rumors.

Harassment includes, but is not limited to, slurs, jokes, comments, or other offensive conduct relating to race, religion, color, sex, sexual orientation, national origin, citizenship, disability, or any other legally protected characteristic. Bullying, relational aggression (including cyber-bullying), and harassment will not be tolerated. The severity of the action will determine the level of consequences.

When mandated by law, the Chapelle will refer the incident to the appropriate authorities. Chapelle reserves the right to refer any incident to the appropriate authorities if, in the estimation of the administration, it is in the best interest of student safety or welfare.

Bullying and harassment can be reported anonymously to the Dean of Students. The Dean of Students is the administrator in charge of investigating complaints of bullying and/or harassment. Further investigation may lead to the Head of School involvement. Parent and Student Bullying Forms are located in Chipmunk Tracks. **Once bullying is reported, the incident must be investigated.**

The Archdiocese of New Orleans believes that any and all forms of bullying are unacceptable behaviors. Therefore, all statements or actions of student-on-student bullying made at any time, including on campus, during or at school-sponsored events, while traveling to or from a school related activity, or off campus, will not be tolerated. All students, teachers, and other school employees shall take appropriate measures within the scope of their individual authority to prevent bullying.

Click [here](#) to view the addendum for the Archdiocese of New Orleans Bully Prevention Policy.

Hazing Policy:

Hazing is any situation or activity that, for the purposes of becoming, remaining, or participating in any group and/or commemorating a milestone, produces or could be expected to produce mental, emotional, or physical discomfort, injury, fright, moral compromise, humiliation, embarrassment, harassment, or ridicule to student is hazing. The fact that an individual consents or appears to consent to participate in the activity is irrelevant. Violations include engaging, assisting, planning, or attempting to engage, assist, or plan any hazing activity, whether on or off school property. Louisiana state laws prohibit hazing in any form.

1. According to Louisiana House Bill 1259, cyber bullying is a crime. In conjunction with the standards and expectations outlined in our student profile, we will not tolerate this type of activity.
2. Depending on the extent of the actions, bullying can result in expulsion.

If the administration considers the nature of any of the above to be grave enough, a student may have to appear before the discipline board regardless of the number of offenses previously accumulated by the student. The recommendations from such a meeting could include expulsion.

DISMISSAL

The Head of School reserves the discretionary right to dismiss from school any student or parent/guardian whose attitude and/or conduct, on or off campus, reflect adversely on Archbishop Chapelle High School. An Archbishop Chapelle High School student is an Archbishop Chapelle High School student 24 hours a day, 365 days per year.

If any student manifests consistent and serious disruptive behavior, manifests a persistently negative attitude, or has excessive absences, the Head of School reserves the right to notify her parent(s) that she is to be withdrawn from school.

STUDENT DRESS

The school uniform identifies each girl as a student of Archbishop Chapelle High School. Each is to wear the uniform with pride and dignity as her appearance is a reflection on the school as well as herself and her family. This attitude should be displayed while on or off campus.

The school uniform consists of:

24. Plaid skirt purchased from Schumacher's. **The skirt must be long enough to reach the top of the knee in both the front and back.**
25. The blouse must have a pointed collar. The collar of the blouse is to be worn outside of the sweatshirt or sweater. Shirts must be monogrammed with last name, first and last name, or first initial and last name. Monogramming services for Archbishop Chapelle High School uniforms can be purchased at Schumacher's. Name monogramming on the blouse should be placed on the student's left side above the pocket with the chipmunk on the same side collar. **School blouses that are gray in color are not acceptable and must be replaced.**
26. A dark green V-neck sweater, also purchased from Schumacher's, is part of the uniform and is a component of the **formal uniform**. Formal dress is required for masses, assemblies, and other ceremonies. Formal sweaters and Ambassador blazers are the only acceptable outerwear for these occasions. **Please note that the "C" cardigan is NOT part of the formal uniform and cannot be worn in place of the formal sweater.** Sweaters must be monogrammed with last name, first and last name, or first initial and last name. Name monogramming on the sweater should be on the student's right side with the crest on the left. Seniors are given the privilege of wearing a special "senior sweater" in the color selected by the class. Students may only wear their own sweater – not one monogrammed with another student's name.
27. Also, acceptable to be worn in school over the white uniform blouse is the Archbishop Chapelle High School fleece, which is purchased from the Acorn Shop, **AND must also be monogrammed. All monogramming must be done at Schumacher's uniforms.** The fleece is not part of the formal uniform. **Fleeces must be monogrammed with last name, first and last name, or first initial and last name.** Name monogramming on the fleece should be on the student's right side with the crest on the left. **The font is Brush Script and size is ½" in height. Starting with the Class of 2030 or any student who purchases a new fleece, if the font and size is not correct, you will be asked to make changes or purchase a new fleece.**
28. Additional outerwear includes Archbishop Chapelle High School letterman athletic jackets, Archbishop Rummel Raider Band or Chapellette letterman jacket and Archbishop Chapelle High School letterman "C" cardigan sweaters. **This outerwear can only be worn by active members of the team.**
29. All uniform items must be in good repair. Shirts and socks must be white and not gray in color. Uniform items with holes, frays, patches, or items that appear excessively worn must be replaced immediately.
30. Students are required to wear the official monogrammed white "C" ankle socks, exclusively purchased from the Acorn Shop. Socks are not to be rolled down or folded and tucked into the shoes at any time. **School socks that are gray in color are not acceptable and must be replaced.**

31. All students are required to wear the School Issue Semester Shoe (Tan Dirty Buck). These shoes can be purchased from Ponseti's Shoes. The Dean of Students may require that worn or torn shoes be repaired or replaced. If shoes need repair, students must submit a copy of the receipt indicating repair or replacement purchase to the Dean of Students before school. Shoelaces must not be frayed and must be tied.

The uniform must be worn in its entirety and completely during the school day. The following points should be observed regarding dress and/or appearance whether on or off campus:

1. The blouse is to be fully tucked in the skirt at all times.
2. Proper undergarments must be white, nude or flesh colored (**so as NOT to show through the blouse**) are to be worn. Plain white, v-neck, short-sleeved T-shirts may be worn under the blouse.
3. **The skirt must be long enough to reach the top of the knee in both the front and back.** If shorts are worn under the skirt, they may not be longer than the length of the skirt.
4. The skirt must be hemmed at all times.
5. The skirt is to be worn at the waist (not rolled) and be buttoned and/or zipped.
6. Shoes **must be cleaned and remain** tied.
7. Students are not allowed to walk on the backs of their shoes.
8. Non-uniform shoes are strictly prohibited unless it is a dress down day. Then students will be allowed to wear tennis shoes if they participate in the dress down day.

ADDITIONAL UNIFORM INFORMATION

1. All jewelry should be minimal in size and look appropriate with school attire. In addition, please note the following limitations:
 - a. Necklace-Only ONE simple gold or silver chain or a simple leather cord; no link chains; no chokers, no beaded necklaces. Nothing can be worn from the necklace that would contradict the teachings of the Catholic Church.
 - b. Bracelets-Only THREE per wrist.
 - c. Rings- Only THREE per hand.
 - d. Earrings-Only ONE pair of matching earrings worn in the lowest part of the ear lobe. Earrings that enlarge the size of the pierced opening are not allowed. Earrings, including hoops, can be no larger than 1 inch in diameter.
 - e. Crystals-As a Catholic School, Archbishop Chapelle High School does not believe in the use of healing crystals, gemstones, rocks or any type of spiritual wellness items. These cannot be worn or brought to school at any time. Prayer provides the calming nature and peace needed for students.
 - f. Jewelry with anti-Christian symbols is not allowed.
2. Fingernails must be conservative in length and only one color with no embellishments.
3. Cosmetics should be tasteful and appropriate for school.
4. Hair must be clean, neat, and not distract from the learning process. Hair cannot be covering the eyes. Extreme hairstyles (including visibly shaved areas) and hair colors that do not occur naturally (including ombre hairstyles and/or unnaturally bright or deep colors) are not permitted. Color must come from the root and be consistent from the root throughout the entire head.

5. Decorative extensions must be a natural color. Hair adornments must only be gold and silver, no larger than ¼” in size and not excessive. In addition, head scarves, bandanas, or wide fabric headbands are not allowed. If a headband is worn, it may be no wider than 2 inches and must be a solid color.
6. Hats or face coverings that are not in line with the Catholic faith are not allowed at any time. The only time hats may be allowed is for spirit days but restrictions will apply.
7. No writing on one’s person is allowed, including henna tattoos.
8. Body piercing (other than ear lobes) and tattoos are not permitted. This includes, but is not limited to, nose, tongue, and/or eyebrow piercing.

The Dean of Students judgement will be considered final.

WINTER WEATHER ATTIRE

No sweatpants or joggers. Students must remove sweatpants or joggers in the morning before getting out of their vehicle. Students can

Plain black leggings or tights can be worn (no capris) under the uniform skirt. **No cutouts, lace, fringe, designs or any other colors are permitted.**

Only Archbishop Chapelle letterman jackets or Archbishop Rummel Raider Band or Chapellette letterman jackets, letterman “C”sweaters, uniform sweaters, or uniform fleeces may be worn on campus. **Letterman jackets can only be worn by active members of the team.** Any other outerwear must be removed until lunch or the end of the school day.

No blankets are allowed on campus at any time.

P.E. UNIFORM

Students taking physical education must dress out in the official P.E. uniform, which can only be purchased from the Archbishop Chapelle High School Acorn Shop. Any exceptions to the P.E. uniform must be approved by the Dean of Students. Items labeled with a student’s name are much more likely to be recovered if lost. Students taking the P.E. class must dress out entirely each day, regardless of their ability to participate. Additionally, students involved in extracurricular activities, which require special attire are NOT exempt from dressing out for P.E. classes. Failure to dress out for P.E. will result in disciplinary action.

The PE uniform consists of the following:

- PE uniform shirt in student’s grade level color, purchased exclusively from the Acorn Shop
- PE uniform shirt cannot cover the PE shorts
- Black athletic shorts with Chapelle logo, purchased exclusively from the Acorn Shop
- If the black shorts do not fit appropriately, students will be mandated to purchase new P.E. shorts
- Official monogrammed white “C” ankle socks, purchased from the Acorn Shop

- Tennis shoes
- Archbishop Chapelle High School green sweatpants, gray joggers or fleece purchased from the Acorn Shop may be worn over the P.E. uniform during cold weather days
- The 25-26 school year will be the last year for the green sweatpants. The green sweatpants will be phased out for the 26-27 school year.

TRANSPORTATION

TRAFFIC PROCEDURES FOR DROP OFF AND PICK UP

In order to provide a safe environment for our students, please be aware of the traffic rules listed below. Adhering to these will help ensure the safety of the students and make the mornings and afternoons run as smoothly as possible. Please note student drivers are new drivers. We ask all parents be patient with student drivers, especially during drop off and pick up.

There are **only two (2) locations** to drop off and pick up students during regular morning drop off and afternoon pick up times:

- 1. The horseshoe driveway off Veterans Boulevard**
- 2. In front of the cafeteria using the Montana Street gate**

***Due to student drivers parking on campus, students may not be picked up or dropped off on Montana Avenue, Fulton Street or behind the gym. Drivers may NOT wait on campus behind the Gym or Fine Arts building or in the shell lot for pick up. The only places drivers may wait are in the pick-up lines in the front horseshoe and in front of the cafeteria after 2:45pm.**

Please note the following:

- 1. Cars may never drive through from the front lot to the back lot, or vice versa.**
- Parents may never drop off, pick up, or park on Veterans Boulevard between the gates.
- Parents may never drop off, pick up or park on Montana Avenue, Fulton Street or behind the gym.
- Parking or picking up students in the private business lot next to Archbishop Chapelle High School is not allowed and doing so may result in being towed or ticketed. **Students will receive an after school detention.**
- Parents are not permitted to park in the shell lot or in the parking lot behind the Gym and Fine Arts building during pick up. **Students will receive an after school detention.**
- Parent and student drivers must adhere to all directions from faculty on duty during drop off and pick up.
- Rideshare services (i.e. Uber, Lift, taxis) are not permitted to transport students to and from school.

Morning Drop Off:

When dropping students off at the front horseshoe or in front of the cafeteria, drivers must pull up as far as possible before dropping students off. **(SIGNAGE)** This enables us to unload several cars

at once and moves the carpool line more quickly. Students may walk along the sidewalks to approach the buildings. **At no time should drivers cut through campus when dropping off students. When exiting at the cafeteria drop off, cars must turn right only on Montana Ave.**

Afternoon Pick Up:

The Veterans and Montana gates will open at 2:45pm. Cars are not permitted to park on campus before 2:45pm. At no time should drivers cut through campus from Montana Avenue or Fulton Street to the front horseshoe, or vice versa. All gates must be kept clear at all times to allow for deliveries, emergency vehicles, etc. Cars are not permitted to park or wait in front of any gate at any time. At no time should any portion of either side of any gate be blocked by a vehicle. In addition, if the closed Veterans gate is opened by an employee entering campus, drivers are NOT to follow the vehicle through the gate onto campus.

Students will be directed to wait for cars on the sidewalk. (SIGNAGE) Drivers are to pull all the way up toward the exit gate until the line is stopped, to allow for loading of multiple cars.

Specifically, for pick up in the horseshoe, parked cars and driver line cars will be directed toward Veterans Boulevard by the faculty member on duty. Students and drivers who park next to the horseshoe driveway will NOT be permitted to pull out between driver line cars. Students will be required to wait until directed to join the flow of driver line cars. Drivers must follow the directions of faculty members on duty at all times.

Students may also be picked up in the horseshoe outside of the cafeteria by entering and exiting the gates on Montana. **When exiting at the cafeteria pick up, cars must turn right only on Montana Ave.**

If a student is not picked up by 3:30, she must go by the ARC for pick up.

WALKERS

If a parent does not want to utilize the carpool areas, students may walk off campus. Once a student exits campus, the parent assumes all responsibility. **Walkers will not be dismissed until 3:15pm. Walkers can only use the Montana Ave. exit gate by the flagpole to walk off campus.** Students will not be allowed to exit any gate other than Montana Ave.

Parents are not allowed to enter or exit the gate behind the gym between 7am-4:00pm and students are not allowed to walk in or out of the gates behind the gym.

STUDENT PARKING

Students may park in the Veterans lot but are *not* allowed to park in any numbered or visitor spots on campus. Students are issued parking tags for \$10 once a vehicle registration form has been completed. These parking tags must be placed on any car driven by a student who parks on or

near school grounds but all students must park on campus. **The tag is to be placed on the rear-view mirror.** Any student failing to display this Archbishop Chapelle High School parking tag on her car, in the correct location, will be issued a demerit. An Archbishop Chapelle student must register her vehicle and receive a new parking tag each year. Previous year tags will not be accepted. **All student drivers MUST park on campus. No student is permitted to remain in a parked car while on campus.**

Because of student drop off/pick up, students are never to park on neighborhood streets. Please be reminded that parking in a lot associated with nearby business establishments is illegal and will result in disciplinary action.

A student may not check out to drive herself home without school confirmation from a parent. Also, once a student is on campus for any activity before the school day begins, you may not leave and return to school for any reason. At no time is a student to remain in a parked car for any reason once she has arrived on campus. As should occur in all driving situations, students must exercise extreme caution while driving on campus and in the surrounding neighborhoods. This includes maintaining the posted speed limit and exercising caution when driving near pedestrians. **As with all school zones, cell phone use is prohibited by all drivers on campus.**

SCHOOL DANCE POLICY

GENERAL

1. School dances are always held on campus, with the exception of Junior Prom and Senior Prom.
2. The “lock-in” policy requires that students arrive at the dance no later than one hour after it begins. Anyone arriving after that time will be denied admission to the dance. Once a student enters, she/he may not leave earlier than one/half hour before it ends.
3. Students are expected to dress appropriately to the dance theme. Students who are not dressed appropriately will not be admitted to the dance. The Dean of Students will determine if dress is appropriate.
4. No alcoholic beverages of any type are allowed at the school-sponsored dances.
5. Students and/or their escorts who arrive at the dance under the influence of alcohol or drugs will not be admitted. Further disciplinary action will be applied to those students as well as to any student who is apparently under the influence of alcohol or drugs during any time that the dance is in progress. A parent of such student will be called immediately and advised of the situation.
6. Archbishop Chapelle High School reserves the right to conduct a preliminary breath test (breathalyzer) for any student suspected of being under the influence of alcohol at any school function.
7. Smoking/vaping is NOT permitted.
8. All regulations pertaining to student conduct are in effect throughout the dance.
9. Students are expected to adhere to the Dance Photography Policy.

10. Chaperones will be on duty during the dance. The chaperones will include members of the Archbishop Chapelle High School faculty and staff, and members of the Jefferson Parish Police Department.
11. Limousines, limo buses, party buses, etc., are not allowed to pick up or drop off students at the site of the dance. Archbishop Chapelle High School strongly discourages the use of limousines, limo buses, party buses, etc.
12. Archbishop Chapelle High School students are responsible for the actions of their escorts at all Archbishop Chapelle High School dances.

DRESS REGULATIONS

The Head of School and Dean of Students reserve the right to refuse admission to any student or guest who they deem to be in violation of the dress code.

In keeping with the policy adopted by many of the area's Catholic high schools, Archbishop Chapelle High School students and their escorts are expected to adhere to the following regulations:

Casual Dances

Ladies:

1. Casual pants or jeans (no holes or shreds) are acceptable, and shoes must be visible under hem. Pants must fit properly (no oversized clothing) and must be worn at the appropriate waist level.
2. An announcement will be made if shorts or athletic skirts are permitted for a dance. Shorts and athletic skirts must be fingertip length. Specifics will be provided well in advance of the dance.
3. Hemlines for dresses or skirts must be no shorter than 4 inches above the top of the knee. Slits in dresses must be no higher than 4 inches above the knee. If there is a sheer material over the base layer of the skirt, the bottom layer must be no shorter than 4 inches above the top of the knee, even if the top sheer layer is longer.
4. Skintight skirts or dresses are not allowed.
5. Tops must cover both shoulders. No tube tops, midriffs, cut-outs below the traditional bra line, spaghetti straps, bare backs, or low necklines are permitted.
6. Bandanas are not allowed.
7. No pierced body parts, except the ear lobe and only one earring per ear is allowed.
8. No part of the abdomen should **ever** become visible throughout the dance.

Gentlemen:

1. Casual pants or jeans (no holes or shreds), shoes must be visible under hem. Pants must fit properly (no oversized clothing) and must be worn at the appropriate waist level.
2. Shorts are allowed.
3. Bandanas are not allowed.
4. Piercings or tattoos are not allowed.

5. Hair, including facial hair, must be well trimmed and well groomed.

Ring Dance & Winter Formal

Ladies:

1. Dresses must be formal (floor length), appropriately fitting, and modest.
2. Spandex dresses are not allowed.
3. Slits in dresses must be no higher than 4 inches above the knee.
4. Bare-backs, visible midriffs (when arms are raised), or cut-outs are not allowed.
5. The top of the dress can be no lower than an imaginary line drawn across the student's chest level to the armpits. No plunging necklines are allowed. Dresses may have a sweetheart neckline as long as they are modest and show no cleavage.
6. The dress must be designed to cover a traditional bra; however, strapless dresses are permissible if they are modest and fully cover the breasts.
7. Dresses lacing up the back or ladder-back dresses are not permitted without fabric inserts that are the same color as the dress.
8. Nude or flesh colored fabric is not considered an acceptable covering for cut-outs or cleavage in a dress.
9. No nude or skin tone underlay. Underlay and overlay (lace, sheer fabric, etc.) must be the same color.
10. Ladies may not wear pants of any type.
11. Bandanas may not be worn.
12. No pierced body parts, except the ear lobes. Only one earring per ear is allowed.
13. Dress shoes are the only acceptable footwear. Tennis shoes can be worn after pictures.
14. Dresses may not be altered or changed once a student enters the dance.
15. Dress styles need to be appropriate to the student's body shape.
16. Outfits may not be altered from what was approved at the door (i.e. length, jacket, etc.) to take pictures. The administration has the right to withhold photos, even if they have been paid for, if the administration deems the photo to be inappropriate. No refunds will be given. Jackets for male guests must be worn for pictures.

Gentlemen:

2. Dress suits or sport coats with collared shirts and traditional ties are required.
3. Dress shoes and dress socks are required. No tennis shoes.
4. Sunglasses, hats, or bandanas are not permitted.
5. Piercings and visible tattoos are not allowed.
6. Hair, including facial hair, must be well trimmed and well groomed.

Junior & Senior Prom

Ladies:

1. Dresses must be formal, floor length consisting of solid opaque material, appropriately fitting, and modest.
2. Spandex dresses are not allowed.
3. Slits in dresses must be no higher than 4 inches above the knee.
4. Bare-backs, visible midriffs (when arms are raised), or cut-outs are not allowed.
5. The top of the dress can be no lower than an imaginary line drawn across the student's chest level to the armpits. No plunging necklines are allowed. Dresses may have a sweetheart neckline as long as they are modest and show no cleavage.

6. The dress must be designed to cover a traditional bra; however, strapless dresses are permissible if they are modest and fully cover the breasts.
7. Dresses lacing up the back or ladder-back dresses are not permitted without fabric inserts that are the same color as the dress.
8. Nude or flesh colored fabric is not considered an acceptable covering for cut-outs or cleavage in a dress.
9. No nude or skin tone underlay. Underlay and overlay (lace, sheer fabric, etc.) must be the same color.
10. Ladies may not wear pants of any type.
11. Bandanas may not be worn.
12. No pierced body parts, except the ear lobes. Only one earring per ear is allowed.
13. Dress shoes are the only acceptable footwear.
14. Dresses may not be altered or changed once a student enters the dance.
15. Dress styles need to be appropriate to the student's body shape.
16. Outfits may not be altered from what was approved at the door (i.e. length, jacket, etc.) to take pictures. The administration has the right to withhold photos, even if they have been paid for, if the administration deems the photo to be inappropriate. No refunds will be given. Jackets for male guests must be worn for pictures.

Gentlemen:

1. Tuxedos with formal shirts and ties are required. Suits and sport coats are not acceptable at proms.
2. Dress shoes and dress socks are required. No tennis shoes, sparkly or bedazzled shoes.
3. Sunglasses, bandanas, or baseball caps are not permitted.
4. Piercings or tattoos are not allowed.
5. Hair, including facial hair, must be well trimmed and well groomed.

Anyone deemed inappropriately attired by the Dean of Students will not be allowed into any dance. Students may not enter the dance with props, knapsacks, book bags, or glow sticks (including mouthpieces).

DANCE PHOTOGRAPHY POLICY

1. Subjects must wear shoes for the picture.
2. Both feet of every person must be on the floor.
3. Subjects may not expose mid-sections.
4. If dress has a slit, the slit must be to the back.
5. No suggestive or submissive poses are allowed.
6. No one may sit on another's bended knee.
7. No hand signs or gestures.
8. Outfits may not be altered from what was approved at the door (i.e. length, jacket, etc.) to take pictures. The administration has the right to withhold photos, even if they have been paid for, if the administration deems the photo to be inappropriate. No refunds will be given. Jackets for male guests must be worn for pictures.

DRESS GUIDELINES FOR LUNCHEON, BANQUET AND AWARD CEREMONIES

1. A dress, skirt, top or ladies dressy pants outfits are required. Dress and skirts must be no shorter than 4 inches above the top of the knee. If there is a sheer material over the base layer of the skirt, the bottom layer must be no shorter than 4 inches above the top of the knee, even if the top sheer layer is longer.
2. Slits in dresses must be no higher than 4 inches above the knee.
3. Spandex, skin tight skirts, dresses, or pants are NOT allowed.
4. Sleeveless, cold shoulder, spaghetti straps and off the shoulder are acceptable, however, tube tops, midriffs, cut outs below the traditional bra line, or bare backs are not allowed.
5. Low necklines and /or visible cleavage are not allowed.
6. No strapless shirts are to be worn
7. Rompers with shorts are not permitted. Pants rompers are allowed.
8. Jeans should not be worn to luncheons. Moderators may approve jeans for award ceremonies or banquets, but jeans may not have rips or tears.
9. Shorts and capris are not allowed at luncheons, banquets and award ceremonies.
10. No pierced body parts (except one earring in the bottom hole of each ear lobe) and no tattoos are to be visible.
11. Tennis shoes or rubber flip flops are not allowed.
12. Heels and wedges should not be higher than 4 inches (measured from the outside).

DRESS GUIDELINES FOR SPORTING EVENTS

1. No student spectators are permitted to wear leggings to sporting events unless your shirt covers your backside.
2. Shorts (fingertip length), athletic skirts (fingertip length), sweatpants and joggers are allowed.
3. Shirts cannot cover the shorts.
4. Crop tops are not permitted. No part of the abdomen should **ever** become visible.
5. Undergarments must be covered.

MISCELLANEOUS POLICIES

ACCIDENT REPORTS

Every accident in the school building, on the school grounds, at practices, or at any athletic event sponsored by the school must be reported immediately to the Front Office by the faculty member in charge. If no faculty member is involved, then the student must report the accident to the Front Office. In all cases, an accident report must be picked up by the student from the Front Office.

ANNOUNCEMENTS, BANNERS, BULLETINS, AND POSTERS

All school days begin with a prayer and Pledge of Allegiance. At this time, we remember those in need of our prayers and special intentions. Daily announcements are made before lunch. All announcements must be approved by the Director of Student Activities.

School bulletin boards and display areas are for official notices and general information of interest to the student body. Students wishing to post anything on these bulletin boards or around school must first receive approval from the Dean of Students. **ONLY Mavalus tape may be used on campus. NO scotch or other tape may be used on any surface.** Mavalus tape should be adhered to the back of announcements/bulletin/flyer so the tape cannot be seen. If flyers are hung on a window, the flyer must be hung on both sides of the window so as to not see the Mavalus tape from either side. All posters, banners, and flyers displayed at school must be approved by the Dean of Students.

ARCHDIOCESAN STATEMENT ON SAME SEX ATTRACTION

As per the Archdiocese of New Orleans –

The Archdiocese of New Orleans respects and follows the teachings of the Catholic Church as we minister to youth who face complexity of cultural and personal issues of today. As they grow in their understanding of their identity and sexuality, we will provide guidance and parameters founded on the truth that they, as male and female, are created in the image of God and redeemed by Jesus. We will teach respect for the dignity of the human person, recognizing the importance of chastity as we guide our youth in discovering their identity as children of God. We will not tolerate hatred or bullying at any level in our parish or school programs. We set boundaries and policies that help us teach young people to live with relational integrity, showing respect for themselves and one another. Out of respect for the confidentiality of our students and their families, we will not address specific questions regarding a parish/school situation. We will continue to minister to our youth and members of their families during times of struggle as they develop their understandings of their identity and sexuality.

In addition, as per the Archdiocese of New Orleans, locker rooms and restrooms used will be based on gender at birth according to one's genetic DNA/make-up. We are created in the image of God. Our dignity in being male or female is both a physical and a spiritual reality which is a reflection of infinite perfection of God. (CCC #370)

Sleeping Arrangements: Persons may not sleep or room with their boyfriend/girlfriend.

Additionally, boys and girls cannot share sleeping quarters when at a hotel, camp, overnight facility. All students must maintain the virtue of chastity and modesty as well so as to avoid scandal and confusion to other students, families and personnel. Public Displays of Affection (PDA), including but not limited to holding hands, long embraces, close dancing and kissing are not to be displayed while participating or on the school/church parish grounds.

Prom/Dances: Students who bring a date must identify this person in advance to personnel. It must be a person of the opposite sex. The only other option to attend the dance is to register as a sole participant.

All males and females must follow the dress code maintained by their school/church parish/entity.

Dress code: Boys and Girls must wear gender appropriate clothing according to parish/school policies. The administration and faculty will make all final judgments on the appropriateness of questionable attire. It is the student's responsibility to inform her date of the dress regulations. Anyone who does not adhere to the regulations will not be admitted into the dance.

DISMISSAL FROM TEAMS AND ORGANIZATIONS

Members of the Administration reserve the right to dismiss any student from any team or organization at any time that they feel it is in the best interest of Archbishop Chapelle High School.

All students are subject to the rules and regulations contained in the bylaws of teams or organizations of which they are members

DROPPING OFF ITEMS

It is the student's responsibility to bring all necessary materials to school. Students will not be called out of class to pick up items. They will only be called during lunch and after school and only for glasses, medicine, or lunch.

The school will not accept dropping off or delivery of Valentine's Day gifts, flowers, or candy.

Additionally, Uber, Lyft, taxis, door dash, uber eats and any other car or food delivery service are not allowed on campus at any time for any reason.

EXTRACURRICULAR ACTIVITY TRIPS

Extracurricular organizations that desire to go on trips are responsible for raising their own money for the trips. No individual student will be allowed to solicit money for trips. Service fundraisers can be used with the approval of the Director of Advancement.

Any student who owes tuition or fees to the school will not be permitted to participate in any overnight school trip. This excludes overnight retreats.

In the event that a student does not attend the trip, no refunds will be issued.

FIRE DRILLS

Fire drills are held at regular intervals within the school day and are required by law as an important safety precaution. Students are expected to conduct themselves in a manner that reflects responsibility for their safety and for that of their classmates.

When the alarm sounds, all students must follow certain procedures.

1. All students are to respond immediately.
2. Turn off all lights.
3. Close and lock the door.
4. Walk quickly and quietly to the assigned location. Do not push or run. Students must remain silent throughout the duration of the drill.
5. It is the teacher's responsibility to carry her/his roll book. It is the student's responsibility to report to her teacher for roll call and to stay with that teacher for the entire length of the drill.
6. Always assume that there is a fire or emergency in the event of an unannounced drill. There is never an occasion when anyone is to remain inside the building during a fire drill.

Evacuation routes are posted in classrooms and common areas. Each student should know the classroom evacuation route for each of her classes. Silence during all fire drills is essential.

LOCKDOWN

Lockdown drills are a regular part of the school's crisis plan and will be conducted throughout the course of the school year.

LOCKDOWN ALERTS

- A. **"ATTENTION, THIS IS A LOCKDOWN EMERGENCY. PLEASE TAKE REFUGE IMMEDIATELY AND FOLLOW LOCKDOWN PROCEDURES. THIS IS NOT A DRILL."** - Follow complete lockdown procedure below.
- B. **WE ARE OFFICIALLY FINISHED THE "LOCKDOWN" WHEN AN ADMINISTRATOR WITH POLICE OPEN DOOR WITH A KEY.**

LOCKDOWN PROCEDURE

1. Students quickly enter the nearest classroom or lock in place (closet, bathroom, etc).
2. Lock Classroom Door. Turn off lights. Close blinds on outside windows. Cover window on door.
3. Students hide out of the line of sight of windows and doors. Students should be on the floor and not grouped together.
4. Students are to remain silent and must not be on their cell phone or computer.
5. All are to stay clear of windows and behind the most protection possible, i.e., the wall adjacent to the hall or under a student desk, or in a closet or any room. If a lockdown occurs during a change of classes, teachers gather students in from hallways and proceed to the nearest classroom and lockdown with that class.
6. Barricade doors using anything you have. (desks, chairs, etc)

7. If outside...Run the nearest building and lock in or to nearest gate and exit.
8. If inside the cafeteria...Enter the kitchen area and close all doors. Doors will lock once they are closed. Once in the kitchen area, get as many people possible in the area by the cooler/freezer. Stay in place, remain silent and do not use cell phones.
9. 1st floor of gym...you can enter the Burrow. Once closed, the doors will lock. Proceed behind the wall, Stay in place, remain silent and do not use cell phones.
10. 2nd floor of gym – You can use all stairwells to access upstairs except the stairwell by the men’s restroom. Proceed upstairs to the weight room or cheer room and close all doors. Doors will lock once they are closed. Stay in place, remain silent and do not use cell phones.
11. Remain in place until you hear otherwise through law enforcement and administrative directive.
12. **Once you are safely locked in a room, do not open the door for any reason.** An administrator with the police will come unlock every door with a key when we have received the “ALL CLEAR”.

LETTERS, PINS, CARDIGANS, AND LETTERMAN JACKETS

Individual athletic teams, Cheerleaders, and Hi-Steppers will have their own policy and criteria for earning a letter, approved by the coach or advisor. Any athlete, Cheerleader, Hi-Stepper, Chapellette, band member or Tri-M member who has earned a letter may purchase the cardigan and/or letterman jacket based on team policies. **Letterman jackets and Letterman “C” cardigans can only be worn by active members of the team.**

Other extracurricular organizations may present members with a pin. All pins will be selected by the organization, approved by the advisor and administration. Students may wear the extracurricular pins on their formal sweater, cardigan, fleece, or letterman jacket.

Students who earn the Matthew 25 letter may purchase the cardigan sweater.

The cardigan is available for purchase from Schumacher’s. The letterman jacket and letter are available for purchase from Balfour. Letterman bars for subsequent years may be purchased and embroidered at Schumacher’s.

LOST AND FOUND

Losses should be reported promptly to the office; articles that are found should be taken to the Lost and Found in the front office. Articles remaining in the Lost and Found that are not claimed by the last day of each quarter will be discarded or donated to charity. All belongings should be labeled.

LUNCH PROCEDURES

Students may buy their lunches in the cafeteria or bring their own. No soft drinks are permitted in the cafeteria, even when brought from home. Fast food deliveries will not be accepted as a lunch substitute. Students are expected to observe the following regulations:

1. "Cutting" into line is strictly prohibited; students observed doing so will be issued a demerit and sent to the end of the line.
2. Students must bring Student ID card in order to purchase lunch.
3. Students are expected to take responsibility for cleaning the entire table at which they sit and the area around them.
4. Students are not to sit or stand on cafeteria tables at any time.
5. Absolutely no food is to be taken into the school buildings.
6. On rainy days or inclement weather, **after the cafeteria is full**, students may eat in the designated area of the school.
7. Students may sit outside during lunchtime with the following restrictions:
 - a. Students are only permitted to sit between the gym and the main building. The area on the driveway side of the cafeteria is to remain clear for visitors and deliveries. All other areas are also off-limits.
 - b. Students are not to lie down anywhere on school grounds; sunbathing is likewise prohibited.
 - c. Skirts may not be rolled up or pulled up.
 - d. Shirt tails must remain tucked in.
 - e. Students are expected to keep their shoes and socks on during lunchtime.
 - f. Students may use the hallways as passage to the St. Joan of Arc Center or to see a teacher but are otherwise not permitted in the hallways during lunch.
 - g. Students are not allowed in the Fine Arts building without prior permission from a teacher.

MAINTENANCE OF SCHOOL FACILITIES

The physical plant and those charged with its maintenance are a vital and necessary part of any successful school. A clean, attractive building is admired by everyone, and a school that is well-kept has a direct effect on the conduct and general morale of its students and staff. A clean campus is a source of pride.

It is each person's responsibility to see that furniture and equipment is kept in good condition. Students who damage school property may be held liable for repair costs. Littering in the school or on the grounds is forbidden.

Students may be required to assist with setup and cleanup of school functions, and they are encouraged in every way possible to keep the buildings clean.

Equally important is attention to keeping the dressing rooms clean and neat. Insistence upon respect for school property at all times is imperative, whether inside or outside the building.

Any student displaying posters for her organization must remove the posters and all tape left behind after the event is over. Only Mavalus tape is to be used on the walls and doors throughout the school building.

If we all cooperate in this effort, the buildings and the grounds of our school will continue to be a place of which we can be proud.

Asbestos: In accordance with AHERA, Asbestos Hazardous Emergency Response Act, a Management Plan has been prepared and approved by the State Department of Environmental Quality, DEQ. This management plan is available for review by appointment in the Head of School's office during school hours. If a copy of the plan is desired, it will be made available at the cost of \$100 (which covers the cost of reproduction).

NON-ACCIDENTAL INJURY

Evidence of apparent non-accidental injury, suspected neglect or abuse of a child observed by school staff shall be reported to proper authorities. In the event that school officials suspect a student may potentially harm herself or others, parents will be contacted and the student may not return to school until she has been evaluated by a licensed mental health professional or doctor who can provide written documentation that she is no longer a harm to herself or others.

PET POLICY

Pets/Animals on Campus: Pets/Animals are not permitted on campus for any reason other than one justified by the current curriculum objectives, and only for the specific lesson involved. Limited exceptions may be considered on an individual basis for medically necessary and certified service animals.

PREGNANCY POLICY

Student pregnancy will be handled by Administration on an individual basis in accordance with the recommendation of the Archdiocese of New Orleans and the guidelines established by Archbishop Chapelle High School.

PROTEST POLICY

The right of individual students to voice their opinions and even engage in protest in an appropriate manner is to be respected. However, when a student is representing their school, it is not appropriate to participate in acts of protest. Therefore, anyone representing the school on a team or in any other school group is not to participate in an expression of protest during the playing of the National Anthem or at any other time during a game or school event. If someone does protest, the issue will be discussed with the person and should it occur a second time, the individual will no longer be allowed to participate as a member of the team or group. In addition, the student may incur consequences in accordance with the severity of the type of protest exhibited.

SOLICITATION POLICY

The Archbishop Chapelle High School Advancement Office must be aware of all fundraising efforts. In order to maintain efficient donor records, a policy for solicitation is necessary. This policy should assist in possible problems of “cross solicitation” and avoid continuing increase in donor attrition. It is necessary that all persons, including Archbishop Chapelle High School parents, who solicit on Archbishop Chapelle High School’s behalf, seek project approval. The Advancement Office should have prior knowledge of all funding transactions. Properly informed, the Advancement Office should serve as the Archbishop Chapelle High School resource center for donations of all types.

1. Door-to-door solicitation of strangers for school-sponsored functions is strongly discouraged unless the student is accompanied by an adult. Under no circumstances may the solicitor promise or guarantee any specific returns or favors for the donor’s contribution.
2. All donors must receive a written acknowledgment for the contribution within 15 days of receipt. This acknowledgment must be coordinated with the Advancement Office.
3. Archbishop Chapelle High School’s name is not to be used without the permission of the Head of School. Students may not sell any items on campus without the approval of the Advancement Office.
4. Students are furthermore strongly reminded that selling anything under false pretenses is not only a violation of Archbishop Chapelle High School’s regulations but a criminal offense.

EXTRACURRICULAR STUDENT ORGANIZATIONS

Archbishop Chapelle High School provides the opportunity for development of the talents and interests of students by offering many clubs and activities in the extracurricular activity program. Archbishop Chapelle High School regards extracurricular activities as an integral part of the total educational program.

Although a solid scholastic record is still the primary concern of education, employers and college admissions offices are placing increasing emphasis on a student’s participation in extracurricular activities. They are interested in students who have demonstrated personal qualities of leadership. They are also looking for those students who have special interests or who have achieved significant accomplishments in their high school years.

TERMINATION OF ENROLLMENT OR EXPULSION ON THE GROUNDS OF PARENTAL BEHAVIOR

Parental support and cooperation are essential in the schools. Normally a child is not to be deprived of Catholic education or otherwise penalized for actions of parents. However, the principal/ head of school may recommend transfer of a student when parents have been persistently and overtly uncooperative with school staff, policies, regulations, or programs, or have interfered in matters of school administration or discipline to the detriment of the school's ability to serve their own or other children. Further, the school reserves the right to require the withdrawal of a student and his/her siblings enrolled in the School in the event that a parent/guardian engages in conduct determined by the school to be disruptive or harmful to its faculty, staff, and students, including, but not limited to, filing a lawsuit against the school and/or its employees.

Archbishop Chapelle High School does not discriminate on the basis of race, color, national or ethnic origin, or disability in violation of state or federal law in the administration of its education policies or programs. The information provided with this application will not be used for any unlawful discriminatory purpose.

EPI-PENS

For students enrolled at Archbishop Chapelle High School who have certain food allergies, parents are advised that neither Archbishop Chapelle High School nor any of its administration, teachers, or staff have any experience or expertise in providing injections with an EPI-PEN associated with allergic individuals in need of treatment but are willing, to the extent possible, to assist a student in any reasonable manner.

Archbishop Chapelle High School agrees to keep an EPI-PEN when provided by parents of a specific student in that student's classroom and in the school office in secure places to medicate the student as necessary in the event of an allergic reaction to food products; in view of the foregoing, the parties hereto, the parents of the student and The Roman Catholic Church of the Archdiocese of New Orleans as owner and operator of Archbishop Chapelle High School, agree as follows:

3. Archbishop Chapelle High School agrees that certain staff designated by it in its sole discretion will administer the specified student with and/or use an EPI-PEN on the specified student in accord with written instructions to be provided by the specified student's physician, which, in turn, shall be provided to Archbishop Chapelle High School by the student's parents.
4. The father and mother of the specified student hereby agree to release, defend, indemnify and hold harmless and The Roman Catholic Church of the Archdiocese of New Orleans as owner and operator of Archbishop Chapelle High School, their members, directors, officers, pastor(s), priests, principals, employees, teachers, staff, insurers and/or reinsurers, or agents (hereinafter, collectively, "Releasees") from any and all liability and/or damages (including but not limited to physical, mental, emotional and/or economic damages) that may be sustained by themselves and/or their student, or third parties arising from negligence or

fault or strict liability of Releasees in administering or failure to and/or from the diagnosis and/or failure to diagnose and/or treat the specified student.

5. In consideration of the foregoing, The Roman Catholic Church of the Archdiocese of New Orleans as owner and operator of Archbishop Chapelle High School agrees to allow the student to continue to be enrolled in and attend Archbishop Chapelle High School.
6. The parties understand agree that the foregoing agreement is valid only during the period of time of the present school year that the specified student is enrolled at Archbishop Chapelle High School, with the understanding that the parties hereto agree to use their best efforts to consummate a similar agreement for later years during which the specified student may be enrolled at Archbishop Chapelle High School.

INHALERS

For students enrolled at Archbishop Chapelle High School who need to utilize inhalers, parents are advised that neither Archbishop Chapelle High School nor any of its administration, teachers, or staff have any experience or expertise in providing treatment to students in need of using inhalers but are willing, to the extent possible, to assist a student in any reasonable manner.

Archbishop Chapelle High School to keep in the school office a labeled inhaler when provided by parents of a specific student in secure places to provide to the student for self-treatment as necessary per written instructions from the student's doctor. If the student has a written note from a doctor that documents the necessity of the student to carry the inhaler on his or her person, the school will allow the student to do so provided that the student demonstrates responsible safeguarding of the device and that the student's parent(s)/guardian(s) accept any and all liability from injury or harm resulting from the misuse of or failure to secure the device. In view of the foregoing, the parties hereto, the parents of the student and The Roman Catholic Church of the Archdiocese of New Orleans as owner and operator of Archbishop Chapelle High School agree as follows:

1. Archbishop Chapelle High School agrees that certain staff designated by it in its sole discretion will assist the specified student by keeping in a secure location the inhaler provided by the parent for that student and presenting it to the student, as necessary, for self-treatment in accord with written instructions to be provided by the specified student's physician, which, in turn, shall be provided to Archbishop Chapelle High School by the student's parents.
2. The father and mother of the specified student hereby agree to release, defend, indemnify and hold harmless The Roman Catholic Church of the Archdiocese of New Orleans as owner and operator of Archbishop Chapelle High School, their members, directors, officers, pastor(s), priests, principals, employees, teachers, staff, insurers and/or reinsurers, or agents (hereinafter, collectively, "Releasees") from any and all liability and/or damages (including

but not limited to physical, mental, emotional and/or economic damages) that may be sustained by themselves and/or their student, or third parties arising from negligence or fault or strict liability of Releasees in administering or failure to administer or provide the specified student with and/or using the inhaler (including but not limited to failure to administer or provide the inhaler timely).

3. In consideration of the foregoing, The Roman Catholic Church of the Archdiocese of New Orleans as owner and operator of Archbishop Chapelle High School agrees to allow the student to continue to be enrolled in and attend Archbishop Chapelle High School.
4. The parties understand and agree that the foregoing agreement is valid only during the period of time this school year that the specified student is enrolled at Archbishop Chapelle High School, with the understanding that the parties hereto agree to use their best efforts to consummate a similar agreement for later years during which the specified student may be enrolled at Archbishop Chapelle High School.

NALOXONE POLICY AND PROCEDURES

Due to the increasing rates of overdoses due to opioids such as Fentanyl, Louisiana now requires all elementary and secondary schools to carry Naloxone as part of emergency response equipment. Naloxone is an opioid antagonist that can be used in emergencies to slow or stop the effects of an opioid-related drug overdose. A common form of Naloxone is Narcan nasal spray.

According to the CDC, Naloxone can be given safely to people of all ages, from infants to older adults. This includes an adolescent or young adult who may have unintentionally taken an opioid.

All schools in the Archdiocese of New Orleans will maintain a supply of Naloxone (ex. Narcan) and will train and equip key staff to prepare for opioid emergencies. It is policy for the trained staff to administer, per Louisiana state law, Naloxone to any student or staff suspected of an opioid overdose.

In addition, anytime this is necessary, 911 will immediately be notified, then parent or guardian. The student may only be released to the parent or guardian by law enforcement. A follow-up report will also be filed with the Department of Catholic Education and Faith Formation and the Office of Safe Environment.

According to LA ACT 378-HB 456, the following are not liable for damages in a civil action for injury, death, or loss to a person or property that allegedly arises from an act or omission associated with the administration of Naloxone or another opioid antagonist, unless the act or omission constitutes willful or wanton misconduct:

- a) A public or nonpublic school.

- b) A public or nonpublic school employee or volunteer.
- c) A licensed health professional authorized to prescribe medication who personally furnishes or prescribes Naloxone or another opioid antagonist.
- d) A training organization and its personnel. Consequences regarding a student or employee's status at the school will be considered once the person is deemed safe and out of danger.

Consequences regarding a student or employee's status at the school will be considered once the person is deemed safe and out of danger.

AUTHORIZATION AND RELEASE OF RECORDS

I/we, parents of _____ [legal name of student], hereby authorize any school denominated as a Catholic School by and/or under the vigilance of the Archbishop of the Archdiocese of New Orleans pursuant to Canon Law of the Roman Catholic Church and which my/our child has attended in the past to send a copy of any and all school records, including but not limited to any and all transcripts, standardized test scores, attendance records, special-education records, disciplinary records and/or any and all other educational and/or social or informational records, of _____ [legal name of student] to Archbishop Chapelle High School. Further, in consideration of the sending and receipt of such records any related consideration, I hereby agree to release, defend, indemnify and hold harmless the owners of and/or any such schools that send and/or receive the aforementioned records, The Roman Catholic Church of the Archdiocese of New Orleans, their members, directors, officers, administrators, Head of Schools, teachers, employees, agents and/or representatives and the Archbishop, bishops and all clergy of the Archdiocese of New Orleans, from any and all claims, demands and/or causes of action arising from the sending and/or receipt of the aforementioned records and/or from the content of such records.

By signing the Enrollment Agreement Form, you are agreeing to this release of records.

Updated 8/13/2025

DISCLAIMER

The Head of School reserves the right to make changes to the handbook.

**Revised July 2025*